

2022-23
STUDENT HANDBOOK
*MAKE ME A
SERVANT*



TABLE OF CONTENTS

President's Welcome	i	Residence Hall Safety Regulations	14
Dean's Welcome	ii	General Policies for Residence Halls	15
About FC	1	STUDENT LIFE & DEVELOPMENT	17
ACADEMIC LIFE	2	Spiritual Enrichment.	17
Chatlos Library.	2	Social Organizations	17
Class Attendance Policies	2	Activities for Credit	20
Course Withdrawals.	4	General Policies and Information	20
Course Changes	4	STUDENT SERVICES	21
Dead Week	4	Academic Advising	21
Student Expectations in an Online Course.	4	Financial Services	21
Laboratories and Practice Rooms.	4	Health Services	21
Recording of Lectures	4	Food Services	22
Student Records	4	Campus Security and Emergency Policy	22
College Catalog	5	Motor Vehicles.	23
COLLEGE CODES	5	General Information and Policies	24
Code of Moral Conduct	5	APPENDIX A: NETWORK USE POLICY.	24
Dress Code	6	APPENDIX B: HARASSMENT POLICY	25
Categories of College Code Violations.	7	APPENDIX C: INTELLECTUAL PROPERTY POLICY	26
Consequences for Violations of the College Codes	8	APPENDIX D: PROCEDURES FOR ADDRESSING STUDENT COMPLAINTS	27
RESIDENCE HALLS	11	Campus Directory.	27
On-Campus Residency & Privileges	11	Campus Hours.	27
Roommate Policies	12	Campus Map	28
Curfew	12		
Orderliness of Residence Hall	14		



**FLORIDA
COLLEGE**



Dear Student,

Please don't read this page. It's not that important. It's only my introduction to what is important, which is the information in this handbook. The Student Handbook provides you with vital information for your time at Florida College, from information about your classes, to guidelines for student conduct, to opportunities for extracurricular activities, and more.

If you are still reading this page, it shows that you don't listen to authority. Didn't I tell you not to read this? Well, at least it shows that you exercise your own judgment when you are told what to do. That is how it must and should be.

It's the same with this Student Handbook. It gives authoritative guidance for how to live at FC as a student. It will be up to you to decide whether you read and live it. There will be consequences to your decision, but you have the choice. By coming and staying at FC, you are committing yourself to the lifestyle and opportunities described in the pages that follow.

If you're still with me on this page, let me offer three insights that are often present in the community covenants that were written and lived by the Puritans (the Bible-centric groups of believers who flourished in England and New England in the 17th and 18th Centuries). These Puritan documents were like community rules for living together, which made commitments like (and often unlike) those described in the FC Student Handbook.

First, the Puritans said that their members should learn about the community's commitments, primarily so that they could teach and support others. You'll be surprised, I think, how often you will want or need to share information in this handbook with your fellow students. Do them a favor, learn what the handbook states. Learning is for teaching.

Second, Christians have long observed that rules bring freedom. Knowing and living inside the boundaries of our college - from curfew, to clothing, to class attendance - will empower you to enjoy and engage fully in the wholesome learning environment that we foster here, without fear, resentment, or guilt. Liberty comes through limits.

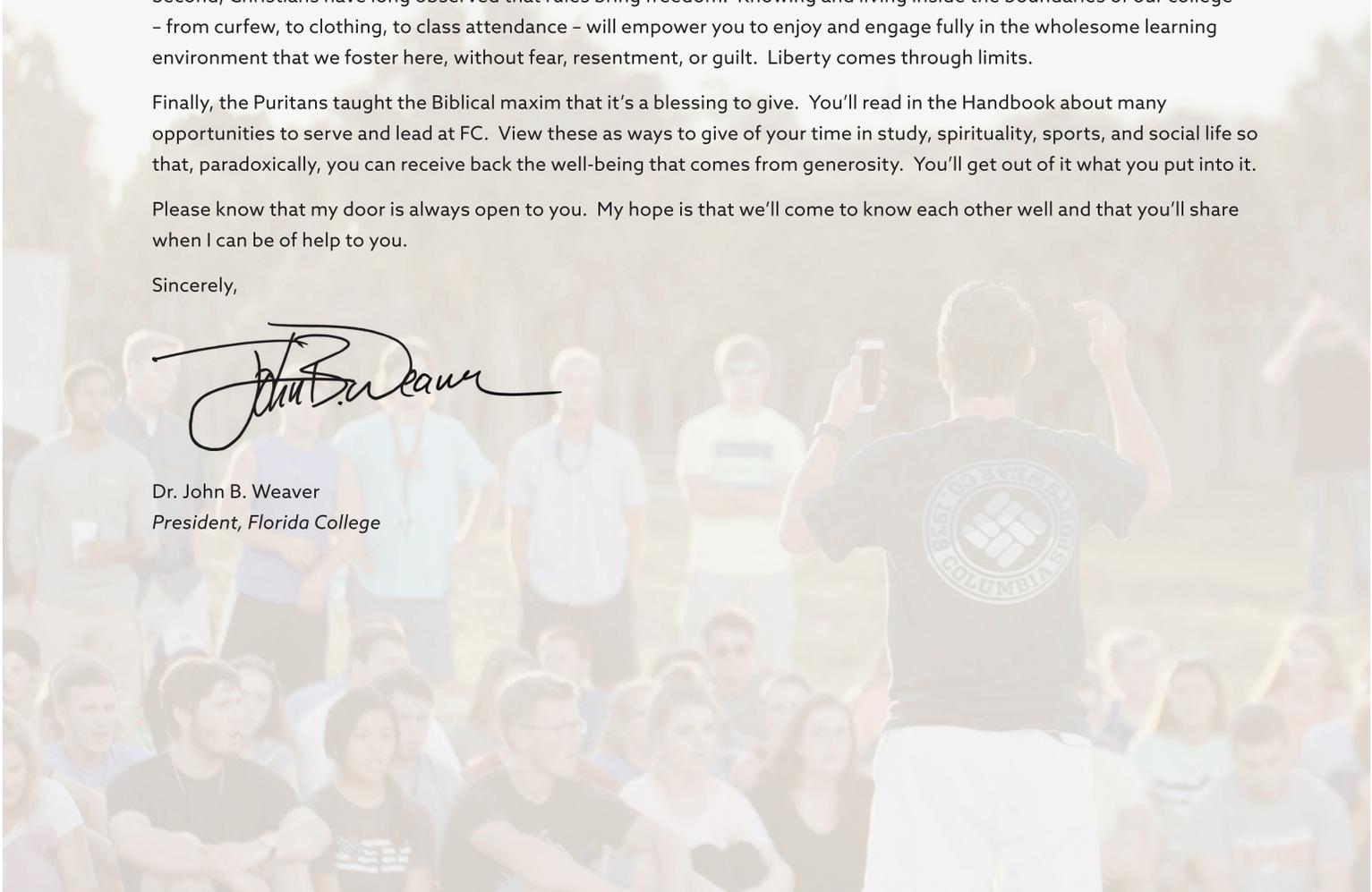
Finally, the Puritans taught the Biblical maxim that it's a blessing to give. You'll read in the Handbook about many opportunities to serve and lead at FC. View these as ways to give of your time in study, spirituality, sports, and social life so that, paradoxically, you can receive back the well-being that comes from generosity. You'll get out of it what you put into it.

Please know that my door is always open to you. My hope is that we'll come to know each other well and that you'll share when I can be of help to you.

Sincerely,



Dr. John B. Weaver
President, Florida College



As your Dean of Students, I am very pleased to welcome you to the Florida College family. I know that you are looking forward to the great opportunities that await you in the coming year. The experiences that you share with your fellow students will have a lasting impact on your life and will help you to grow spiritually, socially, mentally, and physically. As part of a community of Christian scholars, you will have unique opportunities to develop your talents and increase in your service to God and to man.

As you prepare yourself for the 2022-2023 academic year, please take some time to review the Code of Conduct found in this Handbook. Although it contains some matters that involve human judgment, our Code of Conduct is based on Biblical principles and is designed for the benefit of every student. The same considerations were used in setting our policies and regulations. If you have any questions regarding these rules or if you simply need clarification, please do not hesitate to contact me.



The Florida College theme for 2022-2023 is "Make Me A Servant." It is based on Matthew 20:28 and the hymn. Jesus is the ultimate example in everything. We all strive to be like Jesus in everything we do. One area where we strive to be like Jesus is service. As Matthew 20:28 states, "the Son of Man came not to be served but to serve." In addition, the hymn "Servant's Song" states, "Make me a servant, just like Your Son. For He was a servant, please make me one."

When we follow the story of Jesus, we see service in everything He did. We see how He poured Himself out daily. He gave of Himself to His disciples and the crowds who followed Him. He healed the sick. He served by proclaiming the Good News wherever He went. He washed His own apostles' feet. He made sure His mother was going to be cared for, even while on the cross. Jesus brought hope to all. He came to this world to save us. In Luke 22:27, He said, "I am among you as one who serves." Everything Jesus did was not for Himself, but for others.

Let us all approach the upcoming school year with a mind towards being a servant. The apostle Paul says in Phillipian 2, "4 Let each of you look not only to his own interests, but also to the interests of others. 5 Have this mind among yourselves, which is yours in Christ Jesus." Let us look for opportunities to serve others. And, let us look for opportunities in serving God.

Words cannot adequately convey how excited I am to share this year with you. My family and I feel very blessed to be a part of this special place. I hope you will grow to feel the same way. If there is anything I can do to help you succeed at Florida College, please let me know. Or, if you just want to stop by and talk, my office door is open. I look forward to serving with you.

Sincerely,

A handwritten signature in cursive script that reads "Mike Benson". The signature is written in black ink and is positioned above the printed name.

Mike Benson
Dean of Students

ABOUT FC

A THUMBNAIL SKETCH:

Florida College received its first students on September 16, 1946. It became fully accredited by the Southern Association of Colleges and Schools on December 2, 1954, to award the Associate in Arts degree. Florida College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Bachelor of Arts, Bachelor of Science and Associate in Arts degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Florida College.

Five presidents have served Florida College:

L.R. Wilson (1946–1949)

James R. Cope (1949–1982)

Bob F. Owen (1982–1991)

C.G. "Colly" Caldwell (1991–2009)

H.E. "Buddy" Payne, Jr. (2009–2022)

John B. Weaver (2022-present)

PHILOSOPHY

The underlying philosophy of the education provided at Florida College is expressed by its founders in the charter of incorporation: "To establish and maintain a college wherein the arts, sciences and languages shall be taught and also to provide opportunity for young men and young women to study the Bible as the revealed will of God to man and as the only sufficient rule of faith and practice, while they are educated in the liberal arts."

MISSION STATEMENT

Florida College, as a private, independent liberal arts college, provides a comprehensive college experience designed to develop students spiritually, mentally, physically, and socially; to integrate into the students' lives the Bible as the revealed will of God; and to prepare students for lives of service to their Creator and to humanity.

PURPOSE

I. Florida College provides higher education with a biblical perspective ...

- By providing a post-secondary liberal arts education leading to a number of bachelor degree programs as well as an associate in arts degree.
- By offering academic opportunities for students to realize their full intellectual potential.
- By teaching students to think critically, communicate effectively, and solve problems individually and collectively.
- By integrating the Bible as the inspired Word of God into the total college experience.
- By employing a qualified, caring faculty of Christians.

II. Florida College provides an environment for personal godly development ...

- By viewing each person as a special creation with ultimate accountability to God.
- By teaching and exemplifying biblical principles of behavior in order to encourage spiritual growth and healthy living.
- By providing a structured environment to promote godly behavior.
- By presenting Jesus Christ as the perfect pattern for personal, responsible behavior.
- By offering opportunities to promote spiritual enrichment and growth.
- By promoting wellness and the development of lifelong healthful habits consistent with good stewardship as Christians.
- By encouraging participation and fellowship in local congregations of believers.

III. Florida College prepares students for better service to their Creator and humanity ...

- By encouraging students to love and serve the Lord.
- By recognizing the home as the basic unit of society and marriage as a lifelong commitment and by helping students develop skills for healthy families.
- By fostering strong, long-lasting relationships with faculty, staff, and fellow-students.
- By providing opportunities for students to develop the social skills and cultural knowledge necessary for competent citizenship and ethical, caring relationships.
- By providing opportunities for students to develop qualities of leadership, cooperation, and creativity.

ACADEMIC LIFE

The primary responsibility of the Florida College student is to reach his highest possible level of academic achievement. The faculty is committed to helping young people obtain a sound academic foundation in the liberal arts in an atmosphere conducive to moral and spiritual development. Learning is ultimately the responsibility of the student, as is being aware of the academic policies of the college.

CHATLOS LIBRARY

Library Hours (when school is in session):

Monday, Tuesday, Thursday 7 a.m. – 11 p.m.
Wednesday 7 a.m. – 5 p.m.; 9:30–11 p.m.
Friday 7 a.m. – 5 p.m.
Saturday 11 a.m. – 7 p.m.
Sunday 2 p.m. – 11 p.m.

SERVICES AND POLICIES:

The library catalog is used to search the holdings of the library, available both in the library and at floridacollege.edu/library.

Up to 20 circulating books may be checked out for a six-week period by using the student ID card. Books may be renewed at floridacollege.edu/library, at 813.988.5131 x210 or library@floridacollege.edu before it is overdue or if no hold has been placed on it. If the book is overdue it may be brought into the library for renewal.

Reserve reading books, periodicals, and reference books must be used in the library during library hours.

The library provides a printer with scanning capabilities. A student ID card is required to print. Each student is allotted 25 color copies and 125 black and white copies each semester. If more printing is needed they may reload their account through their student portal.

Headphones and other equipment may be checked out at the circulation desk. Audio equipment is available for listening to CDs, audio cassettes and LP records.

The Education Resource Center materials are available to education students only.

Online subscription databases including ebooks may be accessed from any on-campus computer and most (so designated on the website) are accessible remotely.

Interlibrary loan is available for borrowing books and articles from other libraries. You can pick up an ILL form in the library computer lab or email wardb@floridacollege.edu.

Special collections materials require permission for use and must remain in the library. These collections center on Restoration History.

The Temple Terrace Public Library, part of the Hillsborough County Public Library Cooperative, is within walking distance on Bullard Parkway. Florida College students may obtain a public library card there by showing their Florida College ID card and a piece of mail addressed to them at FC.

Fines are assessed at 25 cents per day for overdue circulating books. Reserve materials are fined 10 cents per hour. Fines will be reduced by half if paid at the time the material is returned until the last day of classes.

Lost items should be reported to a librarian immediately. Each student is responsible for every item checked out on his student ID card. Any unreturned items will be treated as lost and the student's account charged accordingly. The student must pay the current retail price of the item plus a \$5 service charge in addition to any fine that may be due. If a lost item is found, the basic charge will be refunded, but not the service charge and fine.

Removing materials from the library without checking them out, even if it occurs inadvertently, deprives other students of their opportunity to use them. A second offense will be interpreted as theft and will be reported to the Dean of Students for appropriate action.

CLASS ATTENDANCE POLICIES

REQUIRED ATTENDANCE

Class attendance is required with the following exceptions:

- **Personal/unexcused absences** will be allowed in a class according to the number of times the class meets each week. For example, a class that meets three times per week allows the student a total of three personal/unexcused absences.
 - The instructor may impose appropriate penalties, if announced in advance, for classes missed due to personal absences or may reward students not taking personal absences.
- **Exceeding the allowed number of personal/unexcused absences** may result in the student's being withdrawn from the class.
 - The grade will be "WP" if the student is passing at the time of the withdrawal.
 - The grade will be "WF" if the student is failing at the time of the withdrawal, and the deadline to drop a course being failed without receiving a grade of "WF" has already passed (usually about 2 weeks after midterm exams).
 - Withdrawing from a required Bible class requires a student to discontinue all other classes on those days. In most cases this means the student cannot continue as a student at Florida College.
- **Excused absences** may be given only by the Dean of Students according to the following guidelines.



- Up to three absences for illness may be excused by the Dean of Students office if the student follows the appropriate procedures.
 - Resident students who are too ill to attend classes or chapel must contact the dean of students office **before** the absence from class or chapel in order to be excused. Students should not assume they have been excused from class until the dean of students office approves their excuse.
 - Commuter students must notify the dean of students office **before** missing class or chapel.
 - Commuter students who become ill while at school should contact the dean of students office **before** leaving the campus.
 - After three excused absences for illness in a class, the dean of students office will issue excuses only upon receipt of a statement from a medical professional validating the illness. Students not receiving a medical validation will need to use their personal absences.
 - Absences for other reasons, as described below, will be excused by the dean of students according to college policy.
 - **College sanctioned absences** are those excused by the Dean of Student when there are extenuating circumstances such as:
 - extended illness,
 - illness or other events in the student's immediate family which necessitates his/her attention,
 - death in the family, or
 - official college representation for performances, games, approved workshops, etc.
 - Absences for extenuating circumstances should be approved by the Dean of Student **before** missing class.
 - If possible, students should notify their instructors in advance of anticipated absences and make arrangements to make up missed material.
 - **The total number of absences** from each class (personal, excused for illness, and college sanctioned) cannot exceed 20% of the total class meetings (this is equivalent to three weeks' worth of classes) or the student will be withdrawn from the class with the consequences listed above for personal absences. For example, a class that meets three times per week allows the student a total of nine absences. A tenth absence will result in the student being withdrawn from the class.
 - Appeals for reinstatement after the application of this policy may be made to the Associate Academic Dean For Student Affairs.
 - Such appeals may be granted in cases of extended illness, injury, or other situations beyond the student's control.
- ### TARDINESS
- Each instructor may decide whether or not to excuse a tardy. Being tardy by more than fifteen minutes constitutes an absence rather than a tardy. Three unexcused occurrences of tardiness are counted as one unexcused absence.
- ### DISMISSAL OF CLASSES
- Students may consider a class dismissed and may leave the classroom without penalty if a teacher fails to appear or has not made provisions for the class within fifteen minutes of the beginning time.
- ### CANCELLED CLASSES
- If classes are to be cancelled due to inclement weather or other reasons, students will be notified through one of the following methods:
- Email notification via your Florida College email account.
 - Course announcement or message via the Canvas LMS.
 - Contact from college administration via the Florida College emergency notification system.
 - Announcements in chapel if time permits.
 - Notification of on-campus students by dorm supervisors.
 - Notification on **floridacollege.edu**.

COURSE WITHDRAWALS

Withdrawal from a course ("dropping a class") requires the following:

1. Request a change of course form from the registrar.
2. Have the instructor approve by signature.
3. Have the faculty advisor approve by signature.
4. Have the Academic Dean approve by signature.
5. Meet with the financial aid office to determine impact on financial aid.
6. Have the Athletic Director approve by signature, if an intercollegiate athlete.
7. Return the completed form to the Registrar's office.
 - When these steps are completed, the class is officially dropped.
 - Classes may be dropped until the deadline stated in the current catalog with a grade of "WP" (withdrawal passing) regardless of the grades made to that time. After that date, students will receive grades of "WP" or "WF" depending on their grades earned to date. Any student who plans to drop a course should continue meeting it until the withdrawal procedure is complete.

COURSE CHANGES

A student should check the current catalog for the last date to add a course. A course is not officially added to a student's schedule until the completed change of course form is turned in to the academic dean's office.

DEAD WEEK

The week before final examinations is designated "dead week." Dead week encourages focus on completing the semester's academic work and preparation for final examinations. With this concentration, the following policy applies to "late curfew" and "sign out" privileges for resident students:

- Late curfew is not extended throughout dead week.
- Students are allowed to sign out only to **their own** homes.

STUDENT EXPECTATIONS IN AN ONLINE COURSE

While online courses offer schedule flexibility, students must understand that they require as many and often more hours of work than a face-to-face class. Students should expect to have more assignments than a face-to-face class. At times it will be necessary to coordinate with other online students to complete projects and assignments from a distance. Students who register for online courses must have self-discipline and

strong time management skills. It is necessary for students to dedicate specific times each week to focus on their online course, similar to how they dedicate time to attend face-to-face courses. Students who struggle to stay organized and complete work should consider taking a face-to-face course when available. When registering for an online course, consider how many face-to-face classes are scheduled on the same days as the online course to ensure there is adequate time to complete all online assignments.

LABORATORIES AND PRACTICE ROOMS

The use of laboratories, practice rooms or other places of practice for special activities during the evening hours requires permission from the instructor or faculty advisor involved. Practice room pianos may be used with permission of the music department and/or payment of the appropriate fee. No one is permitted to play the grand pianos in Hutchinson or Puckett Auditoriums without express permission from the music department.

RECORDING OF LECTURES

Florida College permits students to record college programs and/or occasional class lectures for their own private educational use only. Permission to record class lectures regularly should be requested from the Associate Academic Dean for Student Affairs. Recordings of college programs and/or classes may not be given, sold or otherwise distributed without the specific written permission of the academic dean. The college will respect the individual wishes of instructors who for good reason ask their students not to record a course.

STUDENT RECORDS

CHANGE OF ADDRESS

- The registrar should be notified of all student address changes.

CONFIDENTIALITY OF STUDENT RECORDS

- Florida College assures the confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment. A full description of the college's policies for compliance with this act is on file in the registrar's office.

In general, students have certain rights with respect to their education records. Parents of dependent students, as defined by the Internal Revenue Service, have the same rights.

1. The right to know the location and types of education records maintained on students by Florida College.
2. The right to prevent disclosure of Directory Information by requesting nondisclosure at the registrar's office. Directory Information includes the student's name, address, campus and permanent telephone numbers, dates of attendance, and

class, previous institution(s) attended, major field of study, awards, honors, and degrees conferred including dates. Directory Information is generally considered public and shall be released by the college unless the student requests in writing that it not be released.

3. The right to consent in writing to disclosures of personally identifiable information contained in the student's education record. Personally identifiable information includes all information about a student that is not directory information including but not limited to names of family members, social security numbers and personal characteristics which would make the student's identity easily traceable. The college will not release such without a student's prior written consent.
4. The right to inspect the student's education records and to obtain a copy of the student's education record after 24-hour notice to the registrar's office.
5. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy

or other rights.

6. The right to obtain a copy of the college's student information policy. You may obtain a copy of this policy from the registrar's office.

REPORTS TO PARENTS

Parents or guardians receive emailed reports of failed room inspections and fines levied for infractions of the college codes. In disciplinary cases involving action by the rules, welfare & disciplinary committee, parents or guardians will usually receive a written notification, specifying violations of the codes and the consequent consequences for their student.

COLLEGE CATALOG

The Florida College catalog is the contract between the student and the college. The student is responsible for being acquainted with all catalog information.

COLLEGE CODES

CODE OF MORAL CONDUCT

"... let us cleanse ourselves from all defilement of flesh and spirit, perfecting holiness in the fear of God" (II Corinthians 7:1).

Florida College sets a high standard for students' moral behavior. The following code, while man-made, is based on scriptural principles fundamental to individual growth and sound, collective interaction within a community of Christian scholars. As with all policies and procedures in this handbook, this code of conduct may be amended by the appropriate actions of the college faculty and administration.

INDIVIDUAL HONESTY

"Do not lie to one another, since you laid aside the old self with its evil practices" (Colossians 3:9).

- The students of this college are expected to be fully honest in their individual relationships and communications among themselves, as well as in their interactions with college staff, faculty and administration.
- Honesty is expected in both written and verbal communications. Lying breaks down trust, individually and collectively, and is not tolerated.

ACADEMIC INTEGRITY

"Whatever you do, do your work heartily, as for the Lord rather than for men" (Colossians 3:23).

- Students are expected to uphold academic integrity. Cheating and plagiarism are violations of that standard. Such choices constitute academic theft, and are not tolerated.
- Examples of academic theft include: cheating on a test; copying another student's paper or work; copying another author's work without properly quoting, citing and identifying his work as a source; citing false or fabricated sources; or

downloading whole (or portions of) papers electronically to be represented as one's own work.

- Cell phones and cameras must be turned off and put away during a test.

RESPECT FOR PROPERTY

"He who steals must steal no longer; but rather he must labor, performing with his own hands what is good, so that he will have something to share with one who has need" (Ephesians 4:28)

- Students are expected to respect the personal property of others, as well as the college's property. Theft is not tolerated.

PURITY IN RELATIONSHIPS

"For God has not called us for the purpose of impurity, but in sanctification" (I Thessalonians 4:7).

- Students are expected to maintain their moral integrity within personal relationships. Sexual relationships of any type outside of marriage as defined in Scripture (Gen. 2:18-24) are not tolerated.
- Students are to refrain from inappropriate physical contact

that is sexually sensual, whether on or off campus.

- Visiting the residence hall lobbies of the opposite sex is restricted to posted times. Except for visitation hours in lobbies, students are not allowed to enter a residence hall of the opposite sex without permission of authorized college personnel. Students should not go to (or through) the windows of residence halls occupied by the opposite sex.
- Students may not be alone with a member of the opposite sex in a private place.

PURITY IN BODY

"And who may stand in His holy place? He who has clean hands and a pure heart" (Psalm 24:3-4).

- The college is a drug and alcohol-free work and educational environment. The use of alcohol and drugs by our students is absolutely prohibited. Students may not engage in drinking, smoking, ingesting, handling, possessing or giving away intoxicants or drugs, including beer, wine, ale, marijuana or hallucinatory agents. In addition, the possession and/or use of drugs not prescribed by a physician, or the possession of drug paraphernalia, is strictly prohibited.

Florida College complies with federal, state and local laws regulating drugs and alcohol. Students involved in illegal activities or possession of illegal substances may be reported to law enforcement agencies.

- Students may not possess or use tobacco products either on or off campus while enrolled at this college. This regulation includes e-cigarettes and vapor units, even if they are advertised as nicotine-free.
- At the discretion of the Dean of Students, any student may be required to submit to a drug test without a reason being stated. Refusal to submit to a drug test is grounds for immediate suspension.

SOCIAL PURITY

"Do not participate in the unfruitful deeds of darkness, but instead even expose them" (Ephesians 5:11).

- Our students are expected to avoid immoral environments that are opposed to the biblical principles that this college was founded on. Thus, our students are prohibited from entering or patronizing places deemed by the college as providing activities and/or atmospheres inconsistent with our ideals, purposes and policies. Examples of such places include: restaurants known for the immodest dress of staff; any establishment that serves alcohol and checks identifications at their door—such as bars, lounges, and dance clubs; fraternity or sorority houses; places that screen X-rated movies, and etc.
- Our students are prohibited from participating in gambling activities, or entering gambling casinos.

VERBAL PURITY

"But now you also, put them all aside: anger, wrath, malice, slander, and abusive speech from your mouth" (Colossians 3:8).

- The use of profanity or abusive speech is strictly prohibited.

RESPECT FOR OTHERS

"In everything, therefore, treat people the same way you want them to treat you" (Matthew 7:12).

- Harassment of any kind is not acceptable at Florida College. Harassment is defined as any physical or verbal abuse that is offensive to the recipient. Sexual harassment is any physical, verbal, and/or graphic sexual advance, request for sexual favors, or other sexually-oriented conduct which is offensive or objectionable to the recipient. Racial harassment includes racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially offensive symbols. "Appendix B" of the handbook includes a full statement of the Florida College harassment policy.
- Any student who feels that he or she has been subjected to harassment, whether from a student or employee, should report the matter to the Dean of Students.

DRESS CODE

Though certainly a matter of moral behavior (in terms of the biblical principle of dressing "modestly and discreetly"—I Timothy 2:9), the college's dress code also fits the image of a professional institution fostering an environment for Christian scholars.

Consequently, our students are expected to live up to a reasonable standard of dress fitting the nature of this institution as it strives to educate "the whole man." Such an education includes instruction on expected standards of decorum in professional and academic settings.

GENERAL CODE

In dressing for either formal or informal occasions, on or off campus, our students are held to the following standards:

- Clothing should not have logos or messages that are indecent.
- Clothing that has holes with skin showing above the knee is prohibited. Ragged or soiled clothing is also prohibited.
- Shorts must touch the kneecap.
- "Pajama pants" are not appropriate except in one's own residence hall.
- Students are allowed to wear earrings and/or a small nose stud. All other piercings are prohibited.
- Shoes must be worn in all buildings except residence halls.
- Men's hair may not extend below the ear or top of a collared shirt, shall be neatly cut, combed and out of the eyes.
- Beards and mustaches must be neatly trimmed and well-groomed at all times.
- Women's clothing should include proper undergarments and should not be tight-fitting or revealing. Prohibited

clothing includes:

- Halters, tank tops, or blouses showing the midriff.
- Backless or low-cut dresses.
- Low hip-hugger pants.
- Skirts, dresses or pants that do not touch the kneecap.
- Skirts slit above the kneecap.
- Leggings, yoga pants, etc.
- Special attention must be given to maintaining modesty when visiting our area beaches or engaging in water-related activities. Students are still required to wear shorts that touch the kneecap and appropriate shirts at all times. They must also take extra precautions to ensure that their clothing does not become see-through or cling closely to the body when wet.

FORMAL OCCASIONS

For specific formal occasions, such as the college’s spring banquet, men are expected to wear a coat and tie. Women are expected to avoid dresses that include bare shoulders, or strapless, backless, or low-cut (whether front or back) styles. Clingy, tight-fitting or sheer banquet dresses are also

unacceptable. Any attire for men or women is subject to review by appropriate college personnel.

CHAPEL, COLLEGE PROGRAMS & CLASS MEETINGS

Our students are expected to dress reflecting the more serious decorum at these meetings, and the following standards apply for both day and evening:

- Men must wear full-length pants with an appropriate shirt.
- Women may wear dresses, skirts and tops, or pants and tops.
- Shorts are prohibited.
- Sportswear, such as sweatpants or sleeveless shirts, is not permitted.

SPORTS

Sportswear, whether worn for physical education class or to compete in intramural events, is expected to meet the college general standards. Shorts must at least touch the kneecap. Sleeveless shirts must not leave a gap or be revealing. Additional rules may be specified by the athletics department.

CATEGORIES OF COLLEGE CODE VIOLATIONS

Based on the college codes and the principles which undergird it, violations are classified as indicated on the chart below. The portion of the handbook (pp. 11-16) focusing on residence hall life provides further details regarding standards of conduct for students.

CATEGORY I: DEAN'S OFFICE	CATEGORY II: SUBJECT TO RWD COMMITTEE HEARING	CATEGORY III: AUTOMATIC SUSPENSION
Dress code violations	Residence hall violations, including improper sign out, toy guns, insubordination to supervisors.	Use or possession of controlled substances/illegal drugs in any amount, or the possession of drug use paraphernalia
Inappropriate displays of affection	Lying to Florida College personnel, whether in writing or verbally	Use, possession, or being under the influence of alcohol
Disruptive or disrespectful classroom behavior	Academic dishonesty, as defined in this handbook (pp. 5, 8)	Sexual relationships outside of the marriage relationship
Use of profanity	Entering or patronizing any place that provides an atmosphere contrary to the ideals of Florida College	Possession of firearms, weapons or explosives
Curfew violations	Absence from campus during the overnight hours (for resident students) without permission	Violence: including hazing, physical or sexual harassment, abuse, fighting
	Meeting a member of the opposite sex in a private residence, or in one's residence hall room, without permission	Theft
	Willful damage or destruction of Florida College property	Sexual misconduct, including dating violence, domestic violence, stalking, sexual assault
	Unauthorized entry or possession of keys to any Florida College facility or property other than an assigned residence hall room	
	Gambling	
	Tampering with fire safety equipment or sounding a false alarm	
	Possession of fireworks, pellet or BB guns	
	Six unexcused absences from chapel in one semester	
	Tobacco use	
	Any disorderly activity deemed by the Dean of Students to create a hazard for the Florida College community	
	Three category I rule violations	

CONSEQUENCES FOR VIOLATIONS OF THE COLLEGE CODES

The purpose of our college codes, built on moral and professional standards of behavior and decorum, is to help fulfill the college's mission of educating and developing "the whole person;" thus helping prepare students entrusted to us for lives of service to God and mankind. In similar manner, the work of enforcing these codes and applying consequences when they are violated is based on principle: care and concern for those in the college's charge who need correction and discipline to continue to develop in a manner benefitting the student and, most importantly, the Father whom we all seek to serve.

In all cases, every effort is made to ensure a fair outcome that allows for the greatest good for all parties involved. Yet, as in all human endeavors, the enforcement of our college codes is susceptible to error. In accepting and acknowledging that obvious reality, an appeals process is found on **p. 10** of this handbook.

CATEGORY I (DEAN'S OFFICE)

- Written notification from the Dean of Students during an official meeting with the student in the dean's office. An explanation of the rule violated will be made and the student warned against any future occurrence of the behavior.
- Documentation of the violation will be given to the student, sent to his parents or guardians, and retained in his disciplinary record.
- The following consequences may be warranted for minor violations of the college codes:
 - On-campus service (grounds maintenance, trash pick-up and removal, cleaning or similar duty beneficial to the campus).
 - Restriction to the student's room or to the campus, if a resident student, within parameters set by the dean.
 - Restriction from campus or off-campus student gatherings, if a non-resident student.
 - Monetary restitution to the college of any expenses created by the infraction.

CATEGORY II (RULES, WELFARE & DISCIPLINE COMMITTEE)

In cases where a student admits to a Category II violation and is willing to accept the disciplinary measures administered by the dean of students, the student will not be required to appear before the rules, welfare, and discipline committee to provide an account of his or her conduct. At the discretion of the dean of students, the disciplinary measures administered may be any of those listed above for Category I violations but may also include disciplinary probation. Prior to the administering of any mutually agreed upon disciplinary measures, the dean of students also has the discretion to consult the rules, welfare, and discipline committee for advice about (a) the particulars of the disciplinary case as

the dean of students currently understands them; (b) the precedents established by prior committee decisions; and (c) the existence of any mitigating, extenuating, or unusual circumstances. It is important to note that this does not constitute a formal hearing of the case by the committee but is merely advisory. In the case of possible Category II violations by (a) relatives of college employees; or (b) students in any similar circumstance that might create the perception of favoritism toward or prejudice against the student, the dean of students is required to consult with the rules, welfare, and discipline committee and comply with their guidance. Once the dean of students and the student agree upon a mutually acceptable course of disciplinary action without a hearing before the rules, welfare, and discipline committee, the case may only be reopened to review subsequent evidence or other factors that substantially alter the nature of the case and that were not considered in the previous disciplinary deliberations.

In all other cases of Category II violations, the dean of students will convene the rules, welfare, and discipline committee to hold a formal hearing at which the student will be required to give an account of his or her behavior and the student will be subject to all possible disciplinary measures, including disciplinary probation or suspension from the college. These include cases in which (a) the student does not admit to a Category II violation; (b) the student does not accept the disciplinary measures proposed by the dean of students; (c) the dean of students chooses not to handle the Category II violation on his own (or must recuse himself) and refers the matter to the rules, welfare, and discipline committee for a formal hearing; or (d) the student by his or her own initiative insists on a formal hearing. The nature and role of the committee, and the procedure for hearings, is provided on pg. 9; an explanation of disciplinary probation is given on p. 10; and the appeals process for a Category II case is found on p. 10.

CATEGORY III (AUTOMATIC SUSPENSION)

- Immediate suspension of the student, if the category III violation is either admitted to, or proven in the course of a hearing before the rules, welfare and discipline committee.
- An appeal for reinstatement will be considered by the rules, welfare and discipline committee, on written request from the student.

Procedures involving cases of serious violations, the status of a suspended student, and reinstatement after a suspension are found on **p. 10** of this handbook. The appeals process for a case involving a category III violation is found on **p. 10**.

ACADEMIC DISHONESTY

As stated in this handbook, all Florida College students are expected to maintain a standard of academic integrity. The following terms define academic dishonesty at the college, resulting in a category II violation of the codes and making a student liable to suspension:

- **Cheating:** The use or attempted use of unauthorized materials, information, or study aids in an academic exercise—including all forms of work submitted for credit.
- **Fabrication:** The falsification or invention of any material in an academic exercise.
- **Facilitation of academic dishonesty:** The assisting or the attempt to assist another student in academic dishonesty.
- **Plagiarism:** The adoption or reproduction of another person's words or ideas without proper acknowledgement or citation.

One or more of the following consequences shall result when academic dishonesty has been determined:

- Requiring an offending student to complete the test or repeat the assignment, and lowering the grade of that test or assignment to as low as "F" or zero credit.
- Lowering the grade for a course to as low as "F" or zero credit.
- Immediate removal from a course with either a "W" or "F" placed permanently on a student's transcript.

The consequences of academic dishonesty, as noted above, shall be determined at the discretion of the professor in consultation with the dean of students, with every case of academic dishonesty being recorded in the dean's office.

The dean may, at his discretion, determine to enforce further consequences for academic dishonesty, including:

- Placing an offending student on disciplinary probation.
- Requiring that an offending student meet the rules, welfare and discipline committee to answer for his conduct, thus making him liable to suspension from the college.

A student may appeal a professor's decision, or the dean's judgment in cases of academic dishonesty by following the process outlined in this handbook for category II violations.

THE ROLE OF THE RULES, WELFARE & DISCIPLINE COMMITTEE

The rules, welfare and discipline committee consists of six faculty members, and is chaired by the dean of students. The committee may hear cases involving category II and III violations of the college codes, as well as reinstatement requests involving category III violations.

- Any student asked to answer for his conduct before the Committee will be notified in writing at least 24 hours before his expected appearance, unless he requests a more immediate hearing. The written notification will include a statement of the causes for the hearing and reference to the specific regulations or policy alleged to have been violated.
- The student may request a delay of up to three days to prepare for the hearing, with the understanding that if he is suspended, the suspension date may be accounted from the time of the infraction of the rules. At the discretion of the dean of students, additional time may be granted in extreme cases upon the student's written request.

- Any student appearing before the committee may be accompanied by his parent or by a non-legally trained faculty, staff or student of his choice. In each case, the student will be given time before the hearing to request the assistance of his parents. The accused student and his or her chosen advisor may consult with one another as long as the Dean of Students judges that it is not disruptive to the hearing. The student may request his or her advisor be allowed to address the committee during the hearing, which may or may not be granted according to whatever terms the dean of students establishes, but the advisor must confine his or her comments to the facts of the case. No person who otherwise has a substantial interest in the case, or in a related case as respondent or advisor, may serve as an advisor.

PROCEDURES IN CASES OF CATEGORY III VIOLATIONS (AUTOMATIC SUSPENSION)

- When a student admits to behavior fitting a category III violation, resulting in his automatic suspension, he may request a meeting with the rules, welfare and discipline committee be arranged as soon as possible to appeal for reinstatement. The student may continue to attend classes until that meeting takes place at the discretion of the dean of students.
- When a student denies that his behavior fits a category III violation, he will be presumed innocent prior to a hearing before the committee and may be allowed to continue in classes at the discretion of the Dean of Students. If, as a result of his hearing before the committee, a student is proven to be in violation, his suspension may be considered retroactive to the time of the offense at the discretion of the committee.
- The Dean of Students notifies the parent(s) or guardian(s) of the student.

STATUS OF A SUSPENDED STUDENT

- All normal student privileges are withdrawn, including involvement in any events on or off campus reserved specifically for students.
- If a resident, the suspended student is restricted to his/her room with the exception of chapel and meals, as well as any exceptions made by the dean. If a non-resident, the suspended student is restricted from campus until his/her hearing, with any exceptions made by the dean.
- When suspended, the student is notified by the dean if his/her suspension is retroactive to the time of his/her violation.
- If reinstated, the student is responsible for any academic work missed during his/her suspension.

REINSTATEMENT PROCEDURE FOLLOWING SUSPENSION

- Reinstatement following suspension will be considered

by the rules, welfare and discipline committee by written request from the student. This request must be made within 24 hours of the suspension.

- A reinstated student is placed on disciplinary probation, the length of which is at the discretion of the dean and the committee. In all cases involving automatic suspensions, the student is placed on disciplinary probation for the remainder of the semester.
- In cases of suspensions occurring in the final two weeks of the semester, the student's suspension or disciplinary probation is normally extended through the following semester.

The following additional regulations apply to cases involving reinstatement following suspension:

- A student who accumulates three category I violations of the codes or a single category II violation (after being placed on disciplinary probation following reinstatement) will be automatically suspended for that semester in which the violation occurred and is ineligible for reinstatement during that semester.
- A student suspended for a second time in a semester, after being reinstated, will not be eligible for reinstatement during that semester.
- A maximum penalty for these violations is continuation of suspension for an additional semester or more, with the loss of all college credit for the semester in which the violation occurred.

CONSEQUENCES OF DISCIPLINARY PROBATION

- Disciplinary probation allows a student to remain in the college if he/she reflects good behavior and strict observance of the college's codes. However, any violation of the college's codes may be grounds for suspension at the dean's discretion.
- Any student placed on disciplinary probation following suspension may be prohibited from being a member of campus social clubs or officially representing the college in any activity for the duration of the probation.
- The dean of students, in consultation with the rules, welfare and discipline committee, may also place further restrictions on a student's involvement in campus activities.

PROCEDURE WHEN REINSTATEMENT IS DENIED

- If a dependent, a suspended student denied reinstatement for the current semester is expected to immediately communicate with his parents or guardians regarding that denial.
- If a resident student, arrangements to leave campus are expected to be promptly made, including: turning in student ID card, contacting the business office, checking out with the residence hall supervisor and turning in all keys and fobs.
- For both resident and commuter students, a disciplinary withdrawal form (available in the dean of students office)

must be filled out and all arrangements with proper offices completed to the satisfaction of the College in order for a student's transcript to be released to another institution.

APPEALS PROCESS IN DISCIPLINARY CASES

Florida College allows a student to appeal his or her disciplinary action based on one of the following three criteria:

- New information or evidence has emerged that was not available at the time the disciplinary decision was made and this new information or evidence is sufficient to alter the decision;
- The disciplinary procedures set forth in the Student Handbook were not followed and this failure significantly and substantively affected the student's right to receive a fair outcome;
- Bias or conflict of interest by a member of the Rules, Welfare & Discipline Committee or by the Dean of Students.

All appeals must be in writing and must specify the grounds for the appeal.

If the appeal involves a decision that was made by the Dean of Students, that appeal must be submitted to the Dean of Students Office within three days of the original notification concerning the disciplinary action. The appeal will then go to the Rules, Welfare & Disciplinary Committee for their consideration. The Committee may choose to grant the appeal, deny the appeal, or hold a disciplinary hearing to consider the case before rendering a decision.

If the appeal involves a decision that was made by the Rules, Welfare & Discipline Committee, that appeal must be submitted to the Provost and Vice President of Academics within three days of the original notification concerning the disciplinary action. The Provost may choose to grant the appeal, deny the appeal, or send the matter back to the Rules, Welfare & Discipline Committee for further consideration and/or a new hearing. The decision of the Provost is final.

All decisions made in disciplinary cases are rendered in good conscience. To protect the privacy of all students, the college cannot make public the information on which decisions are based. The college does, however, take great care to inform the student involved concerning all evidence involved in any action taken against him. The student is also provided due process, in being notified and allowed opportunity to discuss his/her case fully with the Dean of Students or a designated official of the college.

PROCEDURES IN CASES OF SEXUAL MISCONDUCT

This is a summary of the FC policy. See more information in Appendix B on this Handbook and the full FC Sexual Harassment, Discrimination and Misconduct Policy online:

<https://www.floridacollege.edu/about-fc/title-ix/florida-college-sexual-harassment-policy/> .

In accordance with Title IX and the Federal Violence Against Women Act (VAWA), Florida College has enacted the following policies for dealing with allegations of sexual misconduct:

- Students who are victims of a sexual assault are encouraged to report the assault to the proper authorities as soon as possible and to seek medical attention immediately. They also are encouraged to contact at least one of the following: 1) the Florida College Title IX Coordinator (TIXC) who will be able to provide supportive measures and will make an initial assessment of the case as it relates to FC policy. The contact information is in Appendix B. 2) Any FC faculty or staff member (student workers not included), who then is required to report to the TIXC. 3) The FC confidential reporting resource, who is not required to report a case to the TIXC in most cases. The contact information is in Appendix B.
- The TIXC will determine if the alleged misconduct falls under Title IX. If it does, the case will proceed with either an informal or formal resolution procedure (see Appendix B or the full policy online for information on those options). If the alleged conduct does not fall under Title IX, the case will move to the Dean of Students and be treated as a potential category III violation.
- The College encourages the reporting of any and all alleged sexual misconduct. The College applies an amnesty policy to all Sexual Misconduct cases. The Amnesty policy is stated fully in Appendix B and in the full FC Sexual Harassment, Discrimination and Misconduct Policy online.
- As with all hearings involving disciplinary matters, Florida College uses the “preponderance of evidence” standard to determine whether a violation occurred. The College must follow the grievance procedures for all Sexual Misconduct complaints before imposition of any disciplinary sanctions or other actions that are not supportive measures against the respondent. Disciplinary action for violations of the college codes will be carried out in accordance with the provisions found in the student handbook.
- At the conclusion of the hearing, both the complainant and the respondent will receive a written statement containing the decision and details concerning any disciplinary action that is being taken.
- Throughout this process, the college will strive to protect the privacy and confidentiality of everyone involved. Victims of sexual assault and sexual misconduct are encouraged to report any crime to the police. Should a victim prefer that the details of an incident be kept confidential, they are encouraged to speak with the FC anonymous resource and

seek professional services to provide for their emotional and medical support.

- Retaliation against any person for submitting a report, cooperating with an investigation or participating in a resolution is strictly prohibited. The full explanation of retaliation is found in the full FC Sexual Harassment, Discrimination and Misconduct Policy online.

RESIDENCE HALLS

Life as a resident student at Florida College is a unique experience, allowing for the growth of the “whole man” as well as providing the basis for lifetime friendships.

ON-CAMPUS RESIDENCY & PRIVILEGES

RESIDENCY REQUIREMENT

All students under age 21 are required to live in the college’s residence halls. Exceptions to this policy are:

- Students living at home with their parents or with relatives approved by the college.
- Students who have upper division social privileges as detailed in the next section.

All resident students must be age 25 or younger and are required to be enrolled in at least 12 hours of coursework each semester, six of which must be at Florida College. Exceptions to this policy are made at the discretion of the dean of students.

SOCIAL PRIVILEGES FOR RESIDENT UPPER DIVISION STUDENTS

Specific considerations regarding the college’s sign-out and curfew policies are made for resident students who qualify for upper division (UD) social privileges, as described below.

Academically, students reach UD status when they achieve sixty semester hours of college credits, as accepted by the college registrar. However, UD **social privileges** are extended when:

- A student is over the age of 21 **or**
- A student is two calendar years removed from high school graduation and has completed two consecutive academic years of full-time college work at a post-secondary institution (must be at least 20 years old).

RESIDENCE HALL LIFE

Regardless of level of academic achievement in the classroom, the following regulations for residence hall life are based on consideration for others and stewardship of the facilities provided. While adult supervision is present in each residence hall, monitoring and enforcement of general order and decorum is in large part the responsibility of the students themselves. Students must maintain proper respect and consideration of others as they live, work, study and grow together. Students who

ROOMMATE POLICIES

ROOMMATE RIGHTS

Enjoyment of life in the residence hall depends to a large extent on the thoughtful consideration residents demonstrate for each other. As a resident, one has the right:

- To live in a clean unit.
- To have his personal belongings respected by others.
- To study free from unreasonable interference in one's unit.
- To sleep without undue disturbance from noise, guests of a roommate or similar disruptions.
- To freely access one's unit without pressure from a roommate.
- To expect that guests will respect the rights of the host's roommate and other residents.
- To a limited degree of personal privacy.
- To be free from fear of intimidation and physical harm.
- To accept responsibility for personal and community safety, including keeping track of room keys and student ID cards, refraining from misusing safety equipment, or propping open security doors.

ROOMMATE RESPONSIBILITIES

As an important member of this residential community, each student accepts the following responsibilities:

- To verbally express one's views to the person(s) involved, should he feel that his rights have been infringed upon. This must be done in a tactful and respectful manner.
- To treat other residents with respect and consideration and guarantee them their individual rights.
- To understand and abide by all policies and regulations necessary for the hall and college communities to function.
- To be responsive to all reasonable requests of fellow residents.
- To accept responsibility for personal and community safety, and refrain from misusing safety equipment, propping security doors open or losing or forgetting room keys or student ID cards.

Cooperative living requires effective communication among roommates. Residents experiencing difficulties are encouraged to consult with their residence hall supervisor after they have already tried to resolve these issues with their roommates.

MAINTAINING A PEACEFUL ENVIRONMENT

Out of respect and consideration for others, each student is expected to remain reasonably quiet in the residence halls at all times. Computers, music devices, gaming devices, musical instruments, televisions, etc., should not be played loudly enough to disturb others. Violation of this general rule may result in forfeiture of the use of said items. Students who choose to stay up late should respect the rights of others who wish to sleep.

QUIET HOURS

Students who wish to sleep or study at night are allowed to do so. Quiet hours are from midnight through 8 a.m. every evening (except Friday night). During quiet hours, all electronic/audio devices must be used either with headphones or at a minimum volume—they should not be heard outside the room. Activity must be kept to a minimum. Even on Friday evening, devices are to be Cooperative living requires effective communication among roommates. Residents experiencing difficulties are encouraged to consult with their residence hall supervisor after they have already tried to resolve these issues with their roommates.

CURFEW

Students must be in their residence halls by curfew at 11 p.m. (Sunday - Thursday) or by midnight (Friday and Saturday). Curfew continues until 6 a.m. In order to expedite curfew checks, students are expected to be in their own rooms at the beginning of curfew until checked in by the resident assistant.

- Students who wish to leave their residence halls after the beginning of curfew for any reason may do so only after obtaining permission from their resident assistant or supervisor.
- For the security and privacy of students, the campus is officially closed to all visitors during curfew. Only guests who have made proper arrangements to spend the night may stay, after proper request forms are completed and returned to the residence hall supervisor prior to curfew.
- At the beginning of each semester, each student receives a **late minutes card** with 30 late minutes. Student may use these late minutes at their own discretion to avoid receiving fines for missing curfew. A student who is late may present the card to his resident assistant, who will record the late minutes used. Students are responsible for their late minutes cards and their use; lost cards may not be replaced.

CONSEQUENCES FOR "BREAKING CURFEW"

Breaking curfew, as noted on **p. 8**, is considered a category I violation of the college codes.

- The following fines will be assigned to curfew violations:
 - 1-15 minutes: \$5
 - 16-30 minutes: \$10
 - 30-60 minutes: \$20

All fines are due within two weeks unless community service is assigned; after two weeks, a \$10 surcharge is applied, parents will be notified and community service will be assigned.

- Notifications of all curfew violations are sent to the dean and the student's parents or guardians, with a copy kept by the residence hall supervisor.
- **Three violations of curfew** will result in required meetings with the dean and a notification being put in his disciplinary record. The student may be required to answer to the rules, welfare and discipline committee.



- A violation of curfew extending beyond one hour may result in a student being considered absent “without reasonable cause from the campus overnight or for a substantial portion thereof,” and thus behavior in **violation of category II** of the college codes.

PERMISSION TO BE ABSENT FROM CAMPUS: THE SIGN-OUT POLICY

Resident students wishing to visit off campus overnight or over the weekend may be given permission to do so at the discretion of the dean of students or their residence hall supervisor. The student is personally responsible for seeing that the following procedure is followed:

- Obtain written permission from parents; the letter should be dated, signed and mailed to the dean of students office. Emails with appropriate contact information for parents are also permitted. Parents may wish to have a letter on file in the office to cover all off-campus visits for the year.
- Permission to visit the parents’ home of a student of the opposite sex must be cleared through the dean of students office. The request must be accompanied by a letter, phone call or email from the host parents.
- Complete the sign-out form. For weeknights, this form is available in the dean of students office and requires the dean’s signature. For weekends, this form is available in the residence halls and requires the residence hall supervisor’s signature.
- Give form to residence hall supervisor before leaving campus.
- Students who have signed out for the night are not allowed to return to campus before 6 a.m. the next morning.
- Students are not allowed to sign out on banquet night (whether attending the banquet or not) except to students’ own homes.
- Students are not allowed to sign out during dead week, except to their own home.

CONSEQUENCE FOR VIOLATION OF “SIGN-OUT” POLICY

Failure to properly sign out, unless extraordinary circumstances are evidenced, is considered a **category II violation** of the college codes, and leads to the following consequences:

- \$25 fine (not interchangeable with community service) due within two weeks. A \$10 surcharge is applied in the case of a two-week delay.
- Parental contact by dean’s office.
- Meeting with dean and official note made in disciplinary file.
- Student may be required to answer for conduct to the rules, welfare and discipline committee and be **liable to suspension**.

EXTENDED CURFEW

Requests to be out of the residence hall and off-campus after curfew should be made at least 24 hours in advance from the dean of students. All requests are granted at the discretion of the dean. Multiple factors—including chapel attendance, general behavior, room checks and academic grades can be considered when granting or denying permission for extended curfew.

- Extended curfew is generally allowed for emergencies or extenuating circumstances only; on no evening, including Friday, will curfew be extended past **1 a.m.** Extended curfew for work may be granted only for one hour past curfew on any night with advance permission of the dean of students, and **will not be extended on a regular basis** for that reason.

SOCIAL PRIVILEGES FOR UPPER-DIVISION STUDENTS

- Rooms on the top floor of Boswell and rooms in College Hall are reserved for upper division students.
- These resident students are **not subject** to the curfew policy.
- These students are **not required** to have permission from their parents to leave campus overnight. However, out of consideration for the residence hall supervisor and resident assistant (and for their own well-being), they must provide written notification of their intentions to the residence hall supervisor or resident assistant or speak with them in person.

ORDERLINESS OF RESIDENCE HALL

ROOM INSPECTION

Student rooms are to be kept **neat, clean and open to inspection** at all times. The college reserves the right for duly-authorized personnel at any time to enter and examine residence hall rooms and contents for purposes of maintenance, fire prevention and safety, or under the reasonable suspicion of violation of school policies. Computers and electronic devices may also be searched for the same purpose. Regular inspections of rooms will be made as announced by the supervisors.

COMMON AREAS

Resident students should work together to keep hallways, lobbies and bathrooms clean and free of trash or clothing. All trash from rooms must be discarded in the dumpsters located outside the residence hall, not in the halls or bathrooms. Clothes should not be hung in these common areas or out of the windows.

CONSEQUENCES FOR FAILING ROOM INSPECTION

Failure to comply with the College's reasonable standards for neatness and cleanliness of residence hall rooms subjects a violator to the following consequences:

First failed inspection: \$10 and parental notification.

Second failed inspection: \$20 and parental notification.

Third failed inspection: \$30 and parental notification.

Fourth failed inspection: \$40, parental notification, required meeting with dean and official notification made in disciplinary file.

DAMAGE OR LOSS OF COLLEGE PROPERTY

Each student is responsible for the college-provided furniture and equipment in his room.

- When checking into his room at the beginning of each semester, a student should report any damaged items to the supervisor.
- Furniture is to be left in the room **where it is found**. If furniture or other items in the room are damaged, the student(s) residing in the room **will be charged** for the damage.
- At the end of the semester (or year) students are expected to leave their room clean and in the same condition in which they found it, and to check out with the supervisor before leaving the campus. Any damage or loss at that time will be deducted from the balance of the \$150 security deposit.
- Students not checking out properly and **on time** will automatically be charged \$50 (apart from their \$50 non-refundable portion of the security deposit).
- Damages occurring in the **public** areas of residence halls are charged to the individual or group responsible when that can be determined. When this is not possible, **all** residents of the hall or floor will become collectively responsible for the costs involved.

KEYS

Each student is provided a key for his room at no charge. An \$8 replacement fee will be assessed for each key lost, and a \$25 replacement fee will be assessed for each lost student ID card.

Students are not to have duplicate room keys made. If it is determined that the student has an additional key to his own room, or to any other room on campus, that behavior is a **category II violation** of the college codes, making a student **liable to suspension**.

PAINTING

No student may paint anything in his or her room.

PETS

No pets, other than fish, are allowed in the residence halls.

PICTURES

Permission for attaching pictures and other articles to walls may be obtained from the residence hall supervisor who will explain how these should be mounted. Pictures or posters should be consistent with the principles of the college.

INSURANCE ON PERSONAL BELONGINGS

The college is not responsible for loss or damage to personal property from any cause. Each student is responsible to confirm whether or not his belongings are covered by his family's homeowner's insurance policy, if held. Renter's insurance may also be privately obtained. Personal property should be properly and fully identified.

BICYCLES

Bicycles must be parked or stored in areas specifically designated for this purpose. More information may be given by residence hall supervisors or campus facilities. Bicycles may not be stored in residence halls, common areas or rooms.

END OF SEMESTER PROCEDURES

Students are required to conform to all procedures outlined by the dean of students office at the end of the semester.

All students, including students with required internships, must vacate the residence halls at the time designated by the dean of students—including during scheduled holiday breaks. Exceptions to this policy are made at the dean's discretion.

RESIDENCE HALL SAFETY REGULATIONS

WEAPONS AND EXPLOSIVES

Possession of firearms, fireworks or explosives is prohibited. A student may not have any type of weapon in his possession, either in his own room or in his vehicle. This includes firecrackers, knives and similar objects. Violation of this policy is within **category II** of the college codes, making a student **liable to suspension** from the college.

FIRE HAZARDS

- The burning of candles or incense or any activity requiring the possession and/or use of matches is strictly forbidden in the residence halls. Exits from rooms and buildings should be kept unobstructed at all times. Trash containers should be emptied on a regular basis. Tampering with or any unauthorized use of fire safety equipment is a **category II** violation of the college codes, making a student **liable to suspension**.
- Electric appliances should not be connected in such a way as to overload extension cords or outlets. Permitted appliances include electric blankets, fans, irons, stereos, televisions and associated electronics, hair dryers, small refrigerators, computers, clocks, desk lamps and shavers.
- Due to fire hazards, appliances not allowed include coffee pots (unless equipped with an automatic shut-off), popcorn poppers, toasters, hot plates, heaters, etc. Violation may result in a **fine of \$25** and other disciplinary action at the dean's discretion.

HAZING

Hazing in all forms is forbidden. Hazing violations resulting in personal injury or damage to college property will be considered as major offenses and punished appropriately. Hazing is also prohibited by Florida Statute 240.262, which defines it as "any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, for the purpose of initiation or admission into, or affiliation with, any organization operating under the sanction of a university or college." Violation of this policy fits **category II** of the college codes, making a student **liable to suspension** from the college.

INTIMIDATION OR INVASION OF PRIVACY

Threatening or abusive behavior is not tolerated. This includes, but is not limited to, sexual, racial or religious harassment, intimidation, pranks, unwanted telephone calls or invasion of privacy.

THE HILLSBOROUGH RIVER

Swimming in the Hillsborough River is prohibited. This policy includes "dunkings," initiations, etc.

FIRE EMERGENCY PROCEDURES

Small fires that have just been started may be extinguished immediately. The following guidelines should be followed:

1. Notify the fire department and alert any other persons to evacuate before you extinguish the fire.
2. Never attempt to extinguish anything but a small fire. You should be able to put it out within 30 seconds.
3. Use the right fire extinguisher.

CLASS	WHEN TO USE	WATER	DRY CHEMICAL
"A"	Wood, cloth, rubbish, etc.	Yes	No
"B"	Oil, gasoline, solvents, paint	No	Yes

"C"	Electrical	No	Yes
-----	------------	----	-----

Tampering with or other unauthorized use of fire safety equipment is a **category II** violation of the college codes, making a student **liable to suspension**.

FIRE EVACUATION ROUTES

Evacuation routes for each room are posted in the hallways of the residence halls and are made available to students at the beginning of each school year. Students should become familiar with the evacuation route for their room and be prepared to follow it precisely.

FIRE EVACUATION PROCEDURES

In case of fire, students should follow the procedure below precisely. Students should familiarize themselves with this plan.

Once alarm is sounded:

1. Alert others.
2. Proceed to evacuation route immediately.
3. If there is smoke, stay low.
4. Close all doors (room and stairwell) after you.
5. Walk; don't run.
6. Stay calm; assure others.
7. Exit the building based on evacuation route.
8. Assemble at location designated on evacuation route.
9. Do not leave assembly point.
10. Obey fire warden (resident assistant) at all times.
11. Fire wardens (resident assistants) will ensure that the fire department has been notified, will account for all present and any missing, and will be ready to inform the fire department accordingly.

FIRE DRILLS

At least one planned fire drill may be conducted each semester in each residence hall. Other unannounced fire drills may be held at any time. Sounding a false alarm is a violation of the civil law, as well as a **category II** violation of the college codes, making a student **liable to suspension** from the college.

GENERAL POLICIES FOR RESIDENCE HALLS

FINES FOR VIOLATION OF RESIDENCE HALL POLICIES

Resident students are expected to grow in maturity and avoid immature and inappropriate behaviors. While other fines or consequences may be imposed as deemed necessary by appropriate college personnel, the following should be carefully noted (see violation chart below):

Students receiving fines must pay them within one week of notice, unless otherwise noted. If a student is unable to pay the fine, arrangements may be made with the residence hall

VIOLATION	FINE	OTHER CONSEQUENCES
Quiet hours violation	\$5	Determined by residence hall supervisor and/or dean
Failure to attend residence hall meeting	\$5	Determined by residence hall supervisor and/or dean
Use of non-approved electric appliances	\$25	Determined by residence hall supervisor and/or dean
Throwing objects from windows/balconies	\$25	Determined by residence hall supervisor and/or dean
Throwing water in the building	\$5	Clean up
Staying inside during fire drill	\$25	Determined by residence hall supervisor and/or dean
Propping open security doors	\$25	Determined by residence hall supervisor and/or dean
Using an open flame	\$50	Liable to suspension
Improper use of fire extinguishers	\$40 <i>(Plus payment for damages)</i>	Liable to suspension
Sounding false alarm (pulling fire alarm)	\$75	Liable to suspension; community service
Climbing on roof of any campus building	\$100	Appointment with dean of students
Tampering with building electricity	\$75	Determined by residence hall supervisor and/or dean
Failure to check out properly	\$50	Determined by residence hall supervisor and/or dean
Defacing/vandalizing College property	\$50 <i>(Plus payment for damages)</i>	Appointment with dean of students
Removing window screens	\$40	Determined by residence hall supervisor and/or dean
Tampering with/disabling security cameras	\$50	Appointment with dean of students

supervisor or the dean of students office to perform hours of work as payment. Such work must also be completed within one week. If a student fails to pay the fine or perform the work within the allotted time, the amount of the fine will be increased by \$10 and it will be charged to the student's billing account.

GUESTS

Any student wishing to have an overnight visitor in his room may do so after making arrangements with the dean of students office or residence hall supervisor before the visitor's arrival. In order to maintain a normal routine in the residence halls, guest visits are limited to no more than three nights on any one occasion, and are **always** at the discretion of the dean of students or residence hall supervisor. All guest visitation forms must be completed prior to curfew on the first evening of the guest's arrival, and forms must be returned then to the residence hall supervisor. Guests must be at least 15 years old or a freshman in high school, but not older than 25. Exceptions to this policy are made at the discretion of the dean of students.

Guest are not permitted in the residence halls at the following times:

- The first week of each semester.

- From the beginning of dead week until the end of each semester.
- During Falcon Days or FC Bound (unless guest is registered)

ADDITIONAL FALCON DAYS/FC BOUND INFORMATION

1. During any Falcon Days & FC Bound event, only registered guests are permitted to be on campus and in the dorms.
2. The week of our events the dorms will not have any other guests permitted to stay in the dorms.
3. Housing for the event is ONLY arranged through the Admissions Office. (Current students shouldn't need to fill out an overnight stay form for guests)
4. Students housing unregistered guests during the event will be reprimanded (fine or community service hours) by the dean of students office.

NON-RESIDENT (COMMUTER/DAY) STUDENTS POLICY

- Non-resident students are obligated to follow the college code at any time they are on the Florida College campus;

while dating a resident student; while socializing with resident students on or off campus, or while participating in any school outing. Non-resident students who aid and abet resident students in the violation of any portion of the college code will be subject to the consequences of the violation.

- Non-resident students may only visit residence hall rooms when the occupants are present and with the permission of the residence hall supervisor. These visits are **always** at the discretion of the Dean of Students or residence hall supervisor.
- If a non-resident (commuter) student's personal conduct violates the college code, he may be given the choice of moving on campus or withdrawing from college. In those cases, the rules, welfare and discipline committee may apply curfew and sign-out restrictions on that student at their discretion.

STUDENT LIFE & DEVELOPMENT

In pursuit of the education of the "whole person," this college provides a wide range of organizations and extracurricular activities designed to bring students together in various ways. These organizations and activities serve to open doors for individual development and encourage acceptance of responsibilities.

SPIRITUAL ENRICHMENT

Florida College provides many opportunities for spiritual growth and our students interact daily with professors and fellow students whose first commitment is to our Lord.

REGULAR WORSHIP OF GOD

Although not mandatory as a regulation of this institution, all students are encouraged to attend a regular worship service on the Lord's Day, attend Bible studies, and participate in mid-week services. These choices are fundamental to spiritual development.

EVENING DEVOTIONS

At various times throughout the week, our students come together for a period of singing, praying and Bible study. These devotional times are organized and conducted by students on a voluntary basis.

CHAPEL ATTENDANCE

As mandated by the college charter, during each day of classes, all students, faculty and staff gather in Hutchinson Auditorium for a brief daily devotional period, which generally consists of singing one or more spiritual songs, listening to a short talk centered on scripture and joining together in prayer. This devotional is usually followed by announcements relating to events occurring at the college.

- **All students** are required to attend this daily assembly. Attendance is kept on record in the dean of students office. Absences from chapel may only be excused by the dean of students office. Unexcused absences result in the following:
 - **Five** unexcused absences in one semester will result in disciplinary probation for the remainder of that semester;
 - **Six** unexcused absences in one semester is a **category II** violation of the college codes, making a student liable to suspension from the college.
- A student placed on disciplinary probation due to chapel cuts may, during the last six weeks of the semester, have an unexcused chapel absence removed at the discretion of the Dean of Students.

DAILY BIBLE CLASSES

Bible study—with scripture understood as the Word of God and as central to our daily living and faith—is foundational to this college. Not only are our students required to attend an academic course based on the Bible each day they have classes, but biblical principles are also integrated into the entire liberal arts curriculum.

THE ANNUAL COLLEGE LECTURESHIP

The college, through its Biblical studies department, offers an annual lectureship featuring guest speakers presenting lectures on a selected Bible-related theme. Other guest speakers are invited to the campus at various times to focus on spiritual themes.

THE SOWERS / WOVEN

These groups meet weekly to provide additional opportunities for spiritual enrichment, as described below within the general body of social organizations on campus.

SOCIAL ORGANIZATIONS

STUDENT BODY GOVERNMENT ASSOCIATION

The Student Body Government Association (SBGA) allows for development of student leadership, as well as for a student voice in the college's work. SBGA suggestions are duly considered and instituted whenever feasible. The dean of students serves as the advisor to SBGA. This organization serves as the student recreation committee and works in an advisory capacity with the college's committee on food, health and safety services. SBGA also sponsors the spring banquet, which serves as the college-wide capstone social event of the academic year.

- SBGA is led by those elected to the offices of president, vice-president, secretary and treasurer. The membership of the student congress consists of the SBGA, as well as senators from the freshman, sophomore, junior and senior classes.
- The SBGA officers and the class senators for the sophomore, junior and senior classes are elected the spring semester prior to the academic year in which they serve. Freshman class senators are elected the sixth full week of the fall semester.

- SBGA representatives may call regular meetings of all residents. The purposes for these meetings may include discussion of ideas for positive improvement of residence hall and campus life, consideration of student service on the campus and in the community, as well as for spiritual devotion.

ACADEMIC HONOR ORGANIZATIONS

Students excelling academically are tapped to join a national honor organization. For freshmen and sophomores, Phi Theta Kappa (PTK) is the college's chosen organization. Our chapter, Pi Gamma, is traditionally very active, and has been constituted since the 1966-67 academic year.

Juniors and seniors may be tapped for membership in Alpha Chi, which the college joined in 2011-12. Alpha Chi is a national college honor society with over 300 chapters across the US and Puerto Rico. More than 12,000 members are inducted annually. Since its beginning in 1922, the purpose of Alpha Chi has been to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. Membership is limited to the top ten percent of juniors, seniors, and graduate students at colleges and universities that have a chapter of Alpha Chi. The Florida Xi Chapter was chartered on the campus of Florida College in the spring of 2012. Alpha Chi is an active member of the Association of College Honor Societies.

Founded in 1924, Sigma Tau Delta is the English honor society for four-year colleges and universities. Its purpose is to recognize academic achievement in English studies, to foster literacy, and to promote the study of English language, literature, and writing. Florida College's Alpha Psi Xi chapter was chartered in the fall of 2018. Membership is by invitation only for English majors, minors, and students with an English component in Liberal Studies and requires a minimum GPA of 3.0 in two English courses beyond the freshman composition level and an overall GPA in the top thirty-five percent of the student's class.

ALPHA CLUB

Alpha Club is a select group of students who provide valuable service as the college's ambassadors during the course of the academic year. Membership is a distinct honor and is only granted after a comprehensive selection process. To be considered, a returning student must have maintained a high grade point average along with being involved in extracurricular activities. A cross-section of the administration, faculty, staff and student body nominates returning students who apply to serve in this organization. The dean of students makes the final decisions concerning membership in Alpha Club each spring for the following academic year.

Among other potential duties, the college's Alpha Club welcomes new students during fall orientation week. During the annual Lectures week activities, they may introduce high school students to the college and usher guests during

various programs and activities. They may also be called on to serve during various functions conducted by the college administration during the course of the year, and are invaluable as aids to the registrar, the dean of students office, the office of admissions and retention services, and alumni relations.

THE SOWERS CLUB

The Sowers Club form an on-campus organization designed to help young men develop their spiritual character and leadership skills. The Sowers Club meets regularly to discuss spiritual subjects that are relevant to the student body, with the goal of helping the men and women of the student body grow individually in their relationship with God and in their spiritual service to others.

WOVEN

Woven provides opportunities for young women to engage in studies or discussions on themes related to roles and responsibilities of Christian women. Various staff members or guest speakers lead these studies.

ROTARACT CLUB

Rotaract, sponsored by Rotary International, is a service, leadership and community service organization for young men and women between the ages 18 and 30. The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development and to be of service in their community and around the world. The Florida College Rotaract Club was chartered in 2015.

HEALTH SCIENCE ASSOCIATION

The Florida College Health Science Club (FCHSA) provides students with opportunities and resources to explore the world of healthcare. Members meet for networking opportunities, informal meetings about medical topics, field trips, panel discussions and lectures led by health professionals, and service projects. FCHSA may also work with the Mathematics and Science Department to support special events. Membership is open to students in any field who are interested in health science.

CHESS CLUB

Students who enjoy playing chess as a pastime or as serious competition are provided an opportunity to compete under the auspices of the chess club. An intra-club tournament is planned each semester and in the spring the best chess club members play the faculty in a highly anticipated challenge match.

FOOTLIGHTERS

The purpose of Footlighters is threefold: to promote interest in wholesome dramatic entertainment, to aid students in developing the ability to portray basic human emotions through the medium of drama, and to provide opportunities for students to express themselves creatively in such matters as make-up, staging, lighting, scenery, etc. Membership is open to any



student especially interested in these fields.

APPLE CLUB

The APPLE Club is an organization for students majoring in education or interested in learning about that field as a career.

NAFME

The National Association for Music Education is the association for professional music educators. Its purpose is to promote the value of music education. NAFME provides for student participation at the college and university levels in the organization's activities. Students interested in music education as a profession may gain an opportunity for professional orientation and development while still in school.

PHI BETA LAMBDA

Phi Beta Lambda, the college level of the Future Business Leaders of America, is the national post-secondary business organization. PBL promotes a sense of civic and personal responsibility and is open for membership to all students interested in business and office occupations and business teacher education.

COLLEGE SOCIETIES

Six Greek-lettered co-educational societies provide spiritual, social and physical growth for the vast majority of resident students at Florida College, as well as a number of non-resident students. Our students are encouraged to join a society for the camaraderie produced from participation in community service, athletics, spiritual devotion, amid other activities.

- Our societies—**Arete, Kappa Omicron, Omega Chi, Phi Sigma Chi, Psi Beta Gamma and Zeta Phi Epsilon**—are democratic in nature and function, and are not related to in activity, or associate with, fraternities and sororities at other institutions. Though supervised by faculty advisors, these societies are essentially student-led.
- The college intramural program centers on inter-society competition. The program includes seasonal schedules and includes flag football, basketball, softball, volleyball, soccer,

ultimate frisbee, kickball and various other competitions.

Fairness, loyalty and sportsmanship as Christian athletes are stressed in this program.

Within the first two weeks of the fall semester, officers from each society (generally elected in the previous spring semester) provide information about their respective society in an evening event, designed to help students determine which society they would like to join. Students will sign up for a society at an event designated by the dean of students office.

- There is a roster cap of 55 for freshmen and sophomores.
- There is no cap on the number of upper-division (UD) students that a society may include.
- Beyond the cap of 55 freshmen and sophomores, up to ten UD students may be exempt from attendance reporting.
- For society sign-up and attendance reporting, UD students will be accounted for separately within each society,

Once intramural sports have begun, a student will be considered a member of the society for which he participates in any part of a game. In order to remain part of a society, a student must:

- Pay dues and attend meetings as determined by officers.
- Remain enrolled in at least six semester credit hours at FC.
- Not be on disciplinary probation, or otherwise prohibited by the dean of students.

A student wishing to change societies at any time during the year should inform the dean of students office and complete the appropriate form so that rosters may be properly adjusted.

- A student may only join a society if there is room on that society's roster.
- Any student changing societies will not be eligible to participate in any society activities which generate points for **four weeks** from the date of the change request. Note: Vacations are counted as part of the four weeks wait time. Students seeking to change societies between fall and spring semesters ought to complete their form in the dean of students office before leaving for the holiday break.

GENERAL GUIDELINES FOR PARTICIPATION

IN STUDENT ORGANIZATIONS

- Any student entering Florida College on academic probation who is in a non-degree seeking program or with a Florida College grade point average between 1.00 and 1.60 may be a member of **one** organization; however, **he may not be an officer** in that organization.
- A student with a GPA between 1.61 and 2.50 may be a member of **two** organizations and hold office in **one**.
- A student with a GPA between 2.51 and 3.49 may be a member of **three** organizations. There is no limitation on averages of 3.50 and above.
- Any student on disciplinary probation may not continue in society or organization activities for the duration of his probationary period, unless expressly permitted by the dean of students.

NEW STUDENT ORGANIZATIONS

Requests for permission to form new student clubs or organizations should be submitted in writing to the dean of students. The request must be accompanied by a written proposal, including the proposed club's name, purpose, nature of activities, membership qualifications, faculty sponsor and other relevant information as requested by the dean of students.

ACTIVITIES FOR CREDIT

ATHLETICS

The college's intercollegiate sports include: men's and women's basketball, women's volleyball, men's and women's soccer, cross-country and track. The intercollegiate program is the immediate responsibility of the college's athletic director.

CHEERLEADERS

Basketball cheerleaders are chosen at the beginning of the fall semester. The purpose of the group is to support the team and promote school spirit.

WIND ENSEMBLE, JAZZ ENSEMBLE, STRING ENSEMBLE

Florida College bands are made up of both music and non-music majors who have played in high school bands and wish to continue to develop their musical skills.

- The wind ensemble prepares for concerts both on and off campus, performs as the pep band at home basketball games, and makes periodic tours.
- Members of the band who are interested in jazz may register for jazz ensemble, which tours with the wind ensemble.
- The string ensemble performs on and off campus, combining with wind and percussion players to provide an orchestra for college musicals and other performances each spring.

CHORUS

The Florida College chorus is selected by audition and is open to both music and non-music majors. The chorus tours widely each year and presents programs locally and on campus.

FRIENDS

Friends is a group composed of students talented in performing popular music. Performers in Friends are selected by audition each fall, under the auspices of the administration. Friends perform at various venues, both on and off campus, throughout the academic year, as representatives of the college. Friends typically embark on an extensive tour after the spring semester concludes.

ORATORY UNION

The college traditionally has enjoyed an active program of debate and argumentation that is open for all students to audition. Students compete with other college and university students on the local, state and national level in several different categories of competition, such as extemporaneous speaking, dramatic interpretation and debate.

STUDENT PUBLICATIONS

- The Royal Palm is the college's yearbook, produced by our students with the aid of an advisor.
- Requests for permission to produce other student publications should be submitted in writing to the dean of students. All authorized student publications are at the discretion and under the direction of the Dean of Students.

GENERAL POLICIES & INFORMATION

LIFE ENRICHMENT SERIES

The Life Enrichment Series committee plans a variety of programs each year for entertainment, cultural enrichment, academic enhancement or personal improvement.

HAMMONTREE STUDENT BENEFIT TRUST FUND

W.C. and Doris Jean Hammontree established a perpetual fund in memory of James Shirley Hammontree to provide annual gifts to the students. The Student Body Government Association selects a project (or projects) each year from ideas suggested by the student body. Final selections must be approved by the college administration. The amount available, and the rules governing its use, should be obtained from the business office at the beginning of each academic year.

RECREATIONAL FACILITIES

- The Riverview Center, located beneath Henderson Dining Hall, provides a place for students to relax, socialize, or study.
- The Pouch is located in front of Boswell along Glen Arven Ave. Students may purchase food here during business hours and enjoy some time visiting or studying.
- Conn Gymnasium, located on the east side of the Hillsborough River, is open for athletic practices and general student use on select evenings.

SOCIAL GATHERINGS

Students wishing to organize meetings or gatherings using college facilities need to have the approval of the dean of students and have their event placed on the college calendar in the dean of students office. Normally, such activities are required to be sponsored by a college-sanctioned society or organization.

Organizations or societies planning a group outing require a faculty sponsor. Renting or otherwise obtaining the use of off-campus facilities must be approved by the dean of students.

OVERNIGHT/EXTENDED COLLEGE-SANCTIONED TRIPS

- The college codes apply and are enforced on all college-sanctioned trips.
- A curfew of 12 a.m. midnight will be observed, but the group sponsor may set earlier or later curfews at his discretion. All students are to be in their own rooms at curfew. All exceptions must have the express permission of the sponsor.
- No student is to be in the hotel room of a person of the opposite sex at any time, except with the specific permission of the sponsor.

MARRIAGES DURING A SEMESTER

Florida College encourages courtship within the moral principles and parameters set forth in the Bible. Indeed, many marriages develop based on close relationships in college life. Out of respect and fairness to family and Florida College, any enrolled students planning marriage should seek their parents' approval and must notify the dean of students. All married students must have their spouse with them in the Tampa Bay area to maintain enrollment at the college.

STUDENT SERVICES

ACADEMIC ADVISING

advisingoffice@floridacollege.edu • 813.988.5131 x270

The Academic Advising Office is located in the Chatlos Administration Building. The academic advising office works to equip our students for academic success.

The following services are available:

- **Declaring a Major:** Selecting your major is an important first step in your academic career that not only helps you focus but also gives you a sense of direction. You now have a degree path and plan to get there. Can't decide? Call for an appointment; we can help.
- **Academic Services:** Students who are having trouble with establishing good study habits, including time management and organization, are encouraged to make an appointment.
- **Career Services:** A number of resources, both online and in print, are available to assist students in making decisions concerning careers, majors and educational institutions.
- **Continuing Academic & Professional Education:** Information is available concerning continued education to reach academic and professional goals beyond a degree at Florida College.
- **Mentoring, S.I. & Academic Labs:** The academic advising office coordinates an academic mentoring program to direct students in ways to succeed. The office also helps coordinate Supplementary Instruction (S.I.) and our academic labs in ways designed to help every student on campus, as progression is made through academic programs.
- **Academic Advisors:** The academic advising office selects

an academic advisor for each student. Each academic advisor is chosen for the student based on the student's identified interests. Students meet with their advisors during orientation to discuss their goals and plan for their progress, as well as select their academic courses. Students typically confer and work closely with their advisors frequently, as they continue through their degree programs.

FINANCIAL SERVICES

FINANCIAL AID

All questions concerning financial aid should be directed to the office of financial aid. A complete description of all financial aid programs can be found in the catalog.

BUSINESS OFFICE

The business office handles all charges and payments relating to student accounts other than financial aid.

Please note the following:

- All accounts for each semester are due and payable in full by the first day of classes, unless a payment plan has been established.
- Payments can be made online at floridacollege.edu/payments. Select "college student account" as the payment type to ensure proper credit.
- Bookstore purchases may be charged to a student account until the drop/add deadline.
- Check cashing is provided up to \$300 per day per student. Larger amounts require a one-day notice.

HEALTH SERVICES

Part of Florida College's mission is to promote physical health and wellness. Students are encouraged to develop healthy lifestyles to enhance their intellectual growth and development.

In case of illness, on-campus students should contact the Dean of Students office or their residence hall supervisor (after hours or on weekends). A nurse is also on staff on a part-time basis. For cases requiring immediate medical attention, students may go to any of the following:

- **Med Express:** 13610 Bruce B. Downs Blvd., Tampa, FL (813.977.2777); Hours: 8 a.m. – 8 p.m. (Sun.–Sat.)
- **Advent Health Tampa (formerly Florida Hospital Tampa):** 3100 Fletcher Ave., Tampa, FL (813.971.6000)
- **ER 24/7 in Temple Terrace:** 5234 E. Fowler Ave., Temple Terrace, FL (813.4962744)
- **Temple Terrace Centra Care:** 5802 E. Fowler Ave., Temple Terrace, FL (813.442.7493); Hours: M–F 8 a.m. – 8 p.m., Sun.–Sat. 8 a.m. – 5 p.m.

All treatments ordered by a physician will be the responsibility of the student. Students may be required to have a health insurance identification card for proof of health insurance.

Excused absences may be given only by the Dean of Students office according to the guidelines listed previously in the handbook.

FOOD SERVICES

THE COLLEGE MEAL PLAN

MMI Dining Systems, under contract to the college, provides high-quality food service for resident and non-resident students, as well as faculty, staff and administrators, in Henderson Dining Hall and The Pelican's Pouch.

All resident students, unless eligible for upper division social privileges, are required to participate in the college's meal plan. The options available within the meal plan are explained in information provided to parents and students before the fall semester.

DINING HALL PROCEDURES

- Meals are available via a student ID card, cash payment or credit/debit cards.
- Dining utensils should be left in Henderson Dining Hall.
- In cases of illness, the Dean of Students office may direct the dining hall staff to send food to a student's room. See the cashier for take-out supplies.
- Proper decorum is expected in dining areas: trash should be properly disposed of and tables cleared of dishes after use.
- Visitors are welcome in Henderson Dining Hall, and may pay a per-meal cost at the cashier's station.

DINING HALL HOURS

Monday-Friday

Breakfast 8:00-10:00 a.m.
Lunch 11 a.m. - 2 p.m.
Pizza, Deli, Salad, Hotline. 2 p.m. - 2:30 p.m.
Dinner 5-7:30 p.m.

Saturday

Brunch 11 a.m. - 2 p.m.
Dinner 5-7 p.m.

Sunday

Breakfast 8:00 a.m. - 9 a.m.
Lunch 11 a.m. - 2 p.m.
Dinner 5-7 p.m.

CAMPUS SECURITY & EMERGENCY POLICY

Florida College seeks to ensure the safety and security of all students and personnel. All should familiarize themselves with the following policies relating to campus security and emergency procedures. A successful security program depends on everyone's cooperation.

GENERAL CAMPUS SECURITY

All students and personnel of Florida College are encouraged to develop a sense of security awareness. Such awareness will

be enhanced by orientations and other efforts designed to keep the college community informed and prepared to prevent and respond to crime and other emergencies.

CAMPUS SECURITY PERSONNEL

Campus security policies and procedures are administered by the dean of students and are reviewed regularly by the food, health and safety committee. Uniformed, sworn officers of the Temple Terrace police department patrol the campus every night during overnight hours. These officers work closely with the Temple Terrace police and fire departments in maintaining campus security.

ANNUAL REPORT OF CRIME STATISTICS

In compliance with the College and University Security Information Act, Act 73 of 1998, as amended, and the U.S. Student Right to Know & Security Act, Public Law 101-542 (renamed The Jeanne Clery Act), Florida College publishes an annual report of crime statistics, policies and programs that promote campus safety. This report is distributed to all students and is available to all prospective students upon request. Reported crime statistics for over 6,000 colleges and universities in the United States, including Florida College, may be found at ope.ed.gov/security.

REPORTING OF CRIMES AND OTHER EMERGENCIES

In the event of a crime or a safety/medical emergency, contact your residence hall supervisor, the dean of students, or 911 immediately. Non-emergency safety concerns may be submitted to staysafe@floridacollege.edu for consideration by the College's food, health and safety committee.

ACCESS TO RESIDENCE HALLS

All overnight visitors must obtain authorization from the residence hall supervisors or dean of students. Anyone seen inside residence halls without obvious proper authorization should be reported to the residence hall supervisor immediately.

CAMPUS CURFEW

For the security and privacy of the students, the campus is officially closed to all visitors at curfew. Only guests who have permission may visit after curfew or stay overnight in the resident halls.

EVACUATION PROCEDURE

In the event of an emergency that necessitates the evacuation of residence halls, students should follow the emergency evacuation routes posted in each residence hall. Students should remain outside the resident halls until they are notified that it is safe to re-enter.

EMERGENCY NOTIFICATION

Florida College uses an emergency notification service. In the event of a campus emergency—including weather emergencies—all registered students, staff and faculty will receive alerts via

text and email with necessary information and instructions.

STUDENT CRIMINAL CONDUCT

If students violate state or city statute, the college will cooperate with the police and when necessary call upon law enforcement authorities for help in investigating criminal behavior.

MOTOR VEHICLES

Keeping an automobile or motorcycle at Florida College is considered a privilege. To guarantee the safety and convenience of students and staff, the student who is granted a permit assumes the responsibility of complying with campus vehicle regulations. The college reserves the right to revoke the privilege if the student seriously violates or persists in violating the regulations. The college reserves the right to inspect students' vehicles and their contents when there is reasonable suspicion of violation of school rules and policies.

REGISTRATION AND PARKING PERMIT

- All qualified students who have vehicles in their possession must register the vehicle with the college through the dean of students office, apply the parking decal as instructed, and park in their assigned space on campus. Non-resident students are provided non-assigned parking adjacent to the business building and at the education building. Students may not park their vehicle in the neighborhood around campus, with or without a college parking decal, and whether or not the vehicle is registered with the college.
- The annual fee for registration and parking a vehicle for resident students is \$150 (or \$75 per semester). The annual fee for the registration and parking for non-resident students is \$100 (or \$50 per semester). Proof of liability insurance and a valid driver's license are required at the time the vehicle is registered. The appropriate decal is to be displayed as instructed. Replacing a lost decal will cost \$5.

PARKING AND TRAFFIC REGULATIONS

- Campus lawns are off limits to any parking without specific permission from college officials.
- Students may not park at any time in spaces designated for supervisors, bookstore customers, physical plant, faculty or staff.
- Parking in a visitor space may not exceed 15 minutes.
- Special exceptions are made for female students who, because of work or another specific reason, arrive after curfew. They should park in a staff space near the residence hall until the security guard can escort them while they move the vehicle to its assigned space.
- The lots adjacent to the business building and at the education building are designated for non-resident student parking.
- Vehicles parked in fire lanes may be towed away from

campus at the owner's expense.

- Drivers of motor vehicles are expected to observe the 10 m.p.h. on-campus speed limit at all times.

VIOLATIONS AND FINES

Fines will be levied, but are not limited to, the following parking or traffic violations:

Speeding or reckless driving	\$25
Failure to display decal properly	\$25
Parking in unassigned space	\$25
Parking on grass	\$35
Parking where there is no space	\$35
Parking in handicapped space	\$35
Blocking a dumpster	\$.35 + city fine
Parking in a space assigned to someone else	\$.35

The Temple Terrace police department has authority to ticket cars parked in handicapped spaces or fire lanes on this campus.

- Fines are payable during office hours at the dean of students office on or before the fifth day of class following the issuance of the ticket. If a student is unable to pay a fine, he may substitute community service assigned by the dean of students office as payment. If a fine is not paid within the allotted time, the charge will be billed to the student's account and a \$10 surcharge applied.
- A fourth parking violation may result in a summon to meet with the Dean of Students and further disciplinary action may be taken, such as extended community service, parking privileges taken away, meet with RWD Committee, or suspension.
- Tickets may be written 24 hours a day, seven days a week. Rain, inclement weather or car failure will not excuse traffic or parking violations. The student who registers a vehicle is responsible for compliance with all regulations and payment of fines even if another person is driving the vehicle.
- If a student finds his or her assigned space occupied by another vehicle, it is his or her responsibility to park in a guest spot or in the commuter lots adjacent to the business building and education building, and to report this problem to the dean of students office. The student should email Stephanie Hart at harts@floridacollege.edu and include the permit number/license tag of the vehicle that is parked in his or her space. Tickets issued under these circumstances will be forgiven only if this procedure is followed.
- Traffic tickets may be appealed in the dean of students office within five days of the ticket.

REPAIRING CARS

No repair work is to be done on the campus property. Violation of this regulation may result in the vehicle being towed away

from campus at the owner's expense.

GENERAL INFORMATION AND POLICIES

LOST AND FOUND

Articles found on campus should be taken to Lost and Found, located at postal services in the Riverview Center. Articles unclaimed after six months may be claimed by the finder.

POSTAL SERVICES

During orientation week, campus postal services provides each student a post office box located in the Riverview Center. Students are responsible for checking their mailboxes regularly and responding to notices placed in them.

Your correct mailing address is:

YOUR NAME
Florida College
119 N. Glen Arven Avenue
Temple Terrace, Florida 33617-5578

- Hours: 8 a.m. – 5 p.m. (Monday–Friday)

BOOKSTORE

Textbooks, school supplies, Bibles, religious materials, greeting cards, school apparel and other spirit items may be purchased in the Florida College Bookstore.

Students are granted a “charge to account” privilege at the beginning of each semester.

Textbooks may not be returned without proof of drop/add.

- Hours: 9 a.m. – 5 p.m. (Monday–Friday)
- Special evening and Saturday hours to coincide with on-campus events will be announced as available.

LAUNDRY

Laundry facilities are located in each residence hall. The college is not responsible for clothes that are lost, left behind or damaged.

IDENTIFICATION CARDS

Each student is responsible to have a student ID card made during the week of orientation. The student ID card is used to access residence halls, meal plans in Henderson Dining Hall, as well as for checking out library materials. ID cards are often used for local student discounts at businesses. A replacement student ID card costs \$25.

MAINTENANCE OF CAMPUS FACILITIES

- Students are expected to cooperate in every possible way with facilities so that the buildings and grounds may be kept clean and neat at all times.
- To mar or disfigure school property is a serious violation

of the college code and is illegal. Students involved in such activity will be held accountable before the rules, welfare and discipline committee.

- Any objectionable condition of restrooms or residence halls should be reported to the residence hall supervisor and any objectionable condition of campus buildings should be reported to the dean of students. Clothing or personal articles left in the restrooms will be confiscated.
- A student's use of any school tools or equipment without permission of Facilities or other authorized college personnel will result in his being held accountable before the rules, welfare and discipline committee.

POSTING OF NOTICES

Notices or signs from campus organizations may be posted on campus only after approval by the club's faculty sponsor and by the dean of students. Notices by individual students or by persons or organizations not affiliated with the college must have the approval of the dean of students to be posted. Approved notices or signs may be posted only on bulletin boards located on campus. No signs should be taped or tacked to walls, doors or glass.

WORK CONTRACTS

On-campus work contracts are granted to students who apply through the financial aid office. All students with work contracts are responsible for securing a statement of instructions regarding their obligations from the business office.

OFFICIAL NOTICES

A notice to report to any administrative office has precedence over all other college activities and is to be answered immediately. Failure to respond may require satisfactory explanation before the rules, welfare and discipline committee.

THANKSGIVING AND SPRING BREAK

The Florida College campus is closed during the Thanksgiving break, winter break and spring break. When students leave the campus for these breaks, parents assume full responsibility for their student's whereabouts and activities. Students are still required to abide by the college code during the time they are away from campus, since they are still enrolled students.

APPENDIX A: NETWORK USE POLICY

The Florida College network is provided to support education, collaboration and research to benefit each student. Through the network, students can connect to the Internet and other worldwide research and education networks.

Network security is extremely important and it is the responsibility of each user. Students should never reveal their passwords to other or allow access their network account without supervision.

Students should be sure to log out at the end of each session.

The Internet is not a secure network. Information transmitted over the FC network is not encrypted or made private between the sender and addressee. Anyone who can intercept the transmission has access to the information as if it were

addressed to the interceptor. Sensitive or confidential information should not be sent over the network.

Access to the FC network is conditional on responsible use of the computer facilities and maintaining security. To have this privilege, students must agree to adhere to the following guidelines. These policies also apply to the use of personal computers by students at Florida College. **Failure to adhere to these guidelines may result in disciplinary action, up to and including suspension from Florida College.**

Computers should not be used for any unlawful purpose.

1. It is unacceptable to use any device (computers, tablets, phones, PDAs or the network itself) to transmit threatening, obscene or harassing materials. Violators will be liable to suspension.
2. To intercept any transmission is a criminal offense. Any unauthorized attempt to access another individual's account, to intercept any private transmission, or otherwise violate another person's privacy is not acceptable. This policy applies to all email transmissions. Violators will be liable to suspension.
3. Attempts at hacking or trying to penetrate a remote site or other network without proper authorization are strictly forbidden and will make a student liable to suspension.
4. The law prohibits the unauthorized use, downloading, sharing or copying of copyrighted software programs and files, including music and movies. Copyright violations make a student liable to suspension.

Computers should never be used for immoral purposes.

1. Among the Internet's vast resources is some material that is offensive. This material is not a part of the FC network, but because of the Internet's complexity, it is difficult to always block access to this material.
2. Students must not attempt to use either the network or a personal device as a conduit for transfer or storage of files or data of an illegal, obscene or pornographic nature. Violators will be liable to suspension.

Computer users must practice academic honesty.

1. While computers and the Internet provide valuable tools and resources for research, they also present additional opportunities to misuse these resources in ways that are dishonest.
2. Students are expected to demonstrate honesty and integrity in all academic work, including the work done with the aid of computers and the Internet. Cheating or plagiarism of any kind is not acceptable. This includes copying the works of

other students or authors without identifying or properly handling the sources, citing false or fabricated sources or downloading papers or portions thereof to be presented as one's own work. Proven cases of cheating or plagiarism may result in suspension and a permanent "F" grade in the course in which the student cheated.

Computer users must adhere to these additional policies of the Florida College network.

1. The network is not to be used for commercial purposes.
2. Deliberate disruption of anyone's work or system is prohibited. Violators will be liable to suspension.
3. Disruption of any activity on a remote computer or entering restricted files within the network is forbidden. Users should not do anything that will cause the loss or corruption of data, the abnormal use of computing resources, or the introduction of computer viruses by any means. Violators will be liable to suspension.
4. Network resources are limited and use of modems, terminals and computers must be limited to allow for users to share these resources. Guidelines for use established in the computer lab must be followed. Violation of these guidelines may result in the loss of network access.
5. No software is to be installed on any computer in the network without authorization.

APPENDIX B: HARRASSMENT POLICY

HARRASSMENT AND NON-DISCRIMINATION POLICY (INCLUDING SEXUAL HARRASSMENT)

Every Florida College staff member, faculty member, and student has the right to work and study in an environment *free from discrimination and harassment* and should be treated with dignity and respect. The College prohibits discrimination and harassment against applicants, students, faculty or staff based on race, color, creed, national origin, sex, age, religion, disability, or any other classification protected by local state or federal law, so long as that person meets the College's admissions criteria (in the case of an applicant or student) and is willing to abide by the College's standard of conduct.

The College's policy against discrimination and harassment (the "Policy") incorporates protections afforded by Title IX of the *Educational Amendments of 1972*, which prohibits discrimination in educational programs and activities based on gender. The Policy also incorporates Title VII of the *Civil Rights Act of 1964*, as amended, which affords protections against discrimination for *race, religion, sex, national origin, and other characteristics*; the College may, under federal guidelines, discriminate regarding religion in its educational program, activities, and/or employment in accordance with specific religious tenets held by

Florida College and its controlling body. The Policy incorporates protections afforded by Title IX of the *Educational Amendments of 1972*, as amended; Section 504 of the *Rehabilitation Act of 1973*, which protects the rights of individuals with *disabilities* in programs and activities that receive Federal financial assistance from the USDOE; the Americans with Disabilities Act of 1990, as amended in 2009, which defines *disability* as a physical or mental impairment that substantially limits a major life activity; and the requirements of any other state and federal laws prohibiting discrimination. Any individual whose conduct violates the Policy will be subject to disciplinary action up to and including termination for faculty and staff and expulsion for students.

Harassment is the creation of a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education, or affect adversely an individual's living conditions on campus.

Illegal and improper harassment based upon any of the factors listed about may include, for example:

- Making unwelcome comments about a person's clothing, body or personal life;
- Use of offensive nicknames or terms of endearment;
- Offensive jokes or unwelcome innuendoes;
- Any suggestion that sexual favors, race, gender, religion, national origin, age, disability or any other protected classification would affect one's job, promotion, performance evaluations, grades or working or educational conditions; or
- Other conduct that, even if not objectionable to some individuals, creates a working environment that may be considered by others to be offensive or hostile.

Sexual harassment, in particular, may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or more of the following occur:

- Submission to or rejection of such conduct is made a term or condition of an individual's employment or academic success;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions; or
- Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creates a hostile, intimidating or offensive work or educational environment.

Reports of all harassment or discrimination should be made to the Title IX Coordinator (TIXC) who either will respond to the case or forward it to the person responsible for the specific case.

Florida Colleges provides a variety of ways to report instances of alleged sexual harassment or discrimination. A person may contact any of the following:

1. The TIXC by email, telephone, written note, or in person.

Todd Chandler
Stulgis-Akin, room 111
119 N. Glen Arven Ave. Temple Terrace, FL 33617
813-988-5131 x311 chandler@floridacollege.edu
online report form here: <https://www.floridacollege.edu/about-fc/title-ix/>

2. Any FC faculty or staff member (student workers not included), who then is required to report to the TIXC.
3. An anonymous report using the online report form (see the url above). Note that anonymous reports may prompt a need for the institution to investigate and may limit the College's ability to respond.
4. The FC Confidential Resource. This person is not required to inform the TIXC in most cases, but can offer guidance to the one who makes the report.

Holly Cabina
Academic Advising Office, Chatlos Building
119 N. Glen Arven Ave., Temple Terrace, FL 33617 cabinah@floridacollege.edu
813-988-5131 x 273

The TIXC will determine if sexual misconduct has occurred and if so will proceed with either an informal or formal resolution process. The full description of those processes is in the full policy online. In short, an informal resolution allows the TIXC to mediate resolution between the involved parties and may include supportive measures. The formal resolution will involve an investigation by the TIXC, a live hearing at which both parties must be present and undergo cross-examination by the other party's advisor if requested, and an appeals hearing if either party desires it. Accommodations may be made to prevent or limit face-to-face contact between the complainant and the respondent during the live hearing. In addition, the complainant and respondent may be accompanied by an advisor of their choice.

For complete and more detailed information regarding Florida College's sexual harassment, discrimination, and misconduct policy, please go to this link: www.floridacollege.edu/about-fc/title-ix/florida-college-sexual-harassment-policy/

For reporting options under Title IX guidelines, please go to: www.floridacollege.edu/about-fc/title-ix/

APPENDIX C: INTELLECTUAL PROPERTY POLICY

Florida College recognizes that members of the college community (including faculty, staff or students) may produce scholarly or creative works with potential commercial value, works for which copyright protection may be appropriate. The college recognizes such work as the exclusive property of individual who produces it, and acknowledges that the individual

will retain an owner's right as to the work's disposition, unless the production of the work has been "for hire."

1. "For hire" work includes work the college has specifically assigned a member of the college community to produce for its operations and work for the production of which the individual has been released from normal college responsibilities. Such individuals must receive advance permission from the college administration before devoting work time and college resources to the production of work that has potential commercial value and is primarily intended for personal ownership.
2. Works for which copyright protection may be appropriate include, but are not limited to, printed materials such as books, pamphlets, and brochures; audio-visual materials such as films, videotapes, and audio recordings; computer materials such as software and instructional material for computer delivery; musical compositions; and any other materials covered by copyright laws of either the United States or any other country.
3. Copyrightable materials published or produced by the college—including annual lectureship books, festschrifts, or other volumes consisting of articles, chapters, essays, or lectures, submitted either by college employees or by external contributors—are considered the property of the college.
4. While Florida College considers materials handwritten for a course (including syllabi, tests, and unpublished supplementary printed materials) the property of the instructor who teaches that course and produces those materials, the college claims a right to retain copies of all such materials in its archives.

APPENDIX D: ADDRESSING STUDENT COMPLAINTS

Procedures for addressing other student complaints, whether written or otherwise, involve attempts at resolution through the chain of command. As an example, if a student has a complaint about a grade in a course, the student is expected to present his case first to the professor of the course; if resolution is not achieved at this level, the student presents his case to the appropriate department chair. If resolution is still not achieved, the student presents his case in writing to the academic dean. The academic dean will request a written response from the faculty member and then serve as the mediator to resolve the issue. Similar patterns are followed in other departments of the college.

Should a student wish to file a complaint at the state level, they must contact Florida Department of Education Commission for Independent Education, 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400 or email cieinfo@fldoe.org or fax 850.245.3238.

CAMPUS DIRECTORY

MAIN SWITCHBOARD	813.988.5131
Admissions	x150
Bookstore	x230
Business Office	x120
Computer Lab	x322
Academic Advising	x270
Provost/VP of Academics	x117
Dean of Students	x162
Development	x193
Gymnasium	x280
IT	x200
Library	x210
Math Lab	x319
Postal Services	x220
President's Office	x102
Marketing	x181
Registrar	x140
Yearbook	x321

RESIDENCE HALL SUPERVISORS

Men: Boswell Hall (Mr. & Mrs. Anderson)	813.899.6821
Women: College Hall (Miss Bertram)	x117
Women: Hinely Hall (Mrs. Cawthon)	x430
Women: Jennifer Hall (Mr. & Mrs. Hester)	x432

FOOD SERVICES

Henderson Dining Hall	x250
---------------------------------	------

Emergency (Police, Fire Dept.) 911

CAMPUS HOURS

DINING HALL HOURS

Monday-Friday

Breakfast	7:30-9:30 a.m.
Continental	9:30-10:00 a.m.
Lunch	11 a.m. – 2 p.m.
Dinner	5-7:30 p.m.
	(Wednesdays: closed at 7 p.m.)

Saturday

Brunch	11 a.m. – 2 p.m.
Dinner	5-7 p.m.

Sunday

Breakfast (Continental)	7:30 a.m. – 9 a.m.
Lunch	11 a.m. – 2 p.m.
Dinner	5-7 p.m.

RESIDENCE HALL LOBBIES

Visiting hours are posted in each lobby in the residence halls.

POSTAL SERVICES | Monday – Friday, 8 a.m. – 5 p.m.

BOOKSTORE | Monday – Friday, 9 a.m. – 5 p.m.

ADMINISTRATIVE OFFICES | Monday – Friday, 8a.m. – 5 p.m.

CURFEW

Sunday – Thursday	11 p.m.
Friday – Saturday	12 a.m. (midnight)

- A** EDUCATION BUILDING
- B** SOCIETY CIRCLE
- C** OLD SUTTON DINING HALL
- D** SUTTON HALL
- E** HINELY HALL
- F** JENNIFER HALL
- G** BOSWELL HALL
- H** THE PELICAN'S POUCH
- I** RIVERWALK AMPHITHEATRE
- J** STULGIS-AKIN BUILDING
- K** THE QUAD
- L** RIVERVIEW CENTER
- M** HENDERSON DINING HALL
- N** WILSON HALL
- O** DICUS FACULTY BUILDING
- P** HUTCHINSON AUDITORIUM
- Q** COLLEGE HALL
- R** PUCKETT AUDITORIUM
- S** CHATLOS LIBRARY
- T** HAILEY-KING BUILDING
- U** CHATLOS ACADEMIC WING
- V** ADMINISTRATION BUILDING
- W** BOOKSTORE
- X** MCCARTY AUDITORIUM



FLORIDA COLLEGE CAMPUS